



# Priory School (Foundation)

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Headteacher: Mrs H Gates



29<sup>th</sup> December 2020

Dear Parents/Carers,

## Ordering Lunches on ParentPay

From January 2021 Priory School will be changing the way you order your child/ren's lunches.

Attached you will find the Spring 2021 menu, instructions on how to book meals via ParentPay and a short instructional video can be watched by following this link <https://parentpay.wistia.com/medias/3iclvqid5v>

All children in Nursery, Reception and Years 1 & 2 will need to order via ParentPay and can order in advance for weeks in advance. Children in the rest of the school can order in advance, as Early Years, or they can make their choice in class daily. Please note that if you pay for your child's lunches, there will need to be sufficient funds on their account before the order is placed.

Please note, if your child has any of the officially recognised allergens submitted on their SIMs information you will not be able to order a meal that includes the allergen. You can contact us to update your child's SIMs record. Please do this in writing to the email below.

If you require a ParentPay Activation Letter, please email [office@prioryschool.com](mailto:office@prioryschool.com) and we can send this to you. If you have forgotten your Login details, you will need to contact ParentPay directly yourself as we do not hold any personal details at the school.

The system is very easy to use but if you require any assistance please do not hesitate to contact us via the above email address.

We look forward to seeing you all next week.

Yours sincerely

