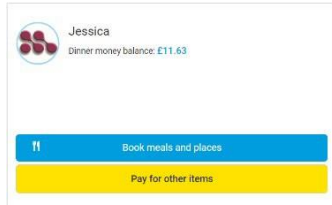


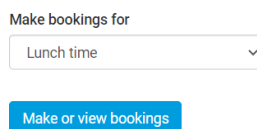
Parental Pre-Order for Primary Meal Selection South Ayrshire Catering

Follow the steps below to pre-order meals for your child via ParentPay:

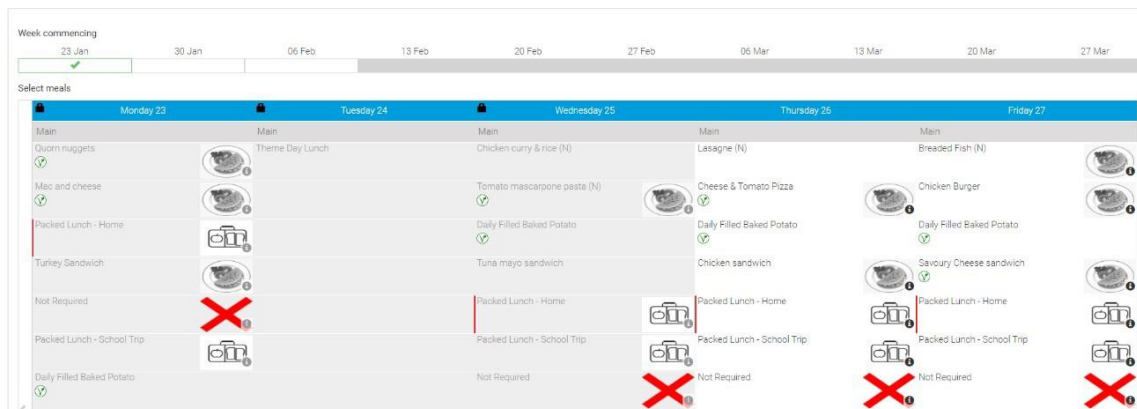
1. Once logged in to your ParentPay account, select 'Book Meals and Places'



2. Ensure the drop down box says 'Lunch time' and select 'Make or View Bookings'



Here you will see the weekly menu and options available to pre-order for your child

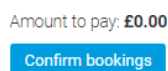


Week commencing	23 Jan	30 Jan	06 Feb	13 Feb	20 Feb	27 Feb	06 Mar	13 Mar	20 Mar	27 Mar
Select meals	Monday 23	Tuesday 24	Wednesday 25	Thursday 26	Friday 27					
Main	Quorn nuggets	Theme Day Lunch	Chicken curry & rice (N)	Lasagne (N)	Breaded Fish (N)					
Mac and cheese	Mac and cheese		Tomato mascarpone pasta (N)	Cheese & Tomato Pizza	Chicken Burger					
Packed Lunch - Home	Packed Lunch - Home		Daily Filled Baked Potato	Daily Filled Baked Potato	Daily Filled Baked Potato					
Turkey Sandwich	Turkey Sandwich		Tuna mayo sandwich	Chicken sandwich	Savoury Cheese sandwich					
Not Required	Not Required	X	Packed Lunch - Home	Packed Lunch - Home	Packed Lunch - Home					
Packed Lunch - School Trip	Packed Lunch - School Trip		Packed Lunch - School Trip	Packed Lunch - School Trip	Packed Lunch - School Trip					
Daily Filled Baked Potato	Daily Filled Baked Potato		Not Required	Not Required	Not Required					

Please note, ParentPay will ask you to make a selection for every course. Please use the 'Not Required' option if you do not want to order a main, starter or dessert for your child.

3. Select the meals for your child for up to 3 weeks in advance
 - If your child is a Universal Free School Meal or Free School Meal pupil, you can select 2 courses which will be covered by the £2.15 allowance
 - You can add a third course of starter or dessert at a cost of 50p

4. To save your choices, click the 'Confirm Bookings' button



5. If you are required to pay for the meals selected, ParentPay will deduct this from

your ParentPay account balance, or ask you to top up your balance to cover the total value of the meals ordered. The minimum top up value on ParentPay has now been reduced from £5.00 to £0.01.

The advertised value of a school meal is £2.15 which includes 2 courses. You may pre-order a maximum of 3 courses but Parent/Carers should note that choosing 3 courses will result in an additional 50p being debited from the child's school meal account.

Should a child be absent from school, for any reason, school meals can be cancelled on the Parent Pay site, up to 8am on the morning of service. Failure to do so will result in the cost of the pre-order being debited from the child's school meal account.

Should a child be sent home from school prior to lunch service, any cancellation of meals not notified to school admin prior to 10am will incur the cost of the pre-order being debited from the child's school meal account. Following 10am, meal production commences in all kitchens across South Ayrshire, following which no cancellations/refunds will be made.

The majority of children only choose two courses which we feel is more than enough for lunch. We would prefer that parent/carers do not select 3 courses as they can then spend most of their lunch break in the dinner hall.