ASH GREEN LANE COVENTRY CV7 9AH PRINCIPAL: UMBAR SHARIF

T 024 7636 6772 E enquires@ashgreenschool.org.uk www.ashgreenschool.org.uk



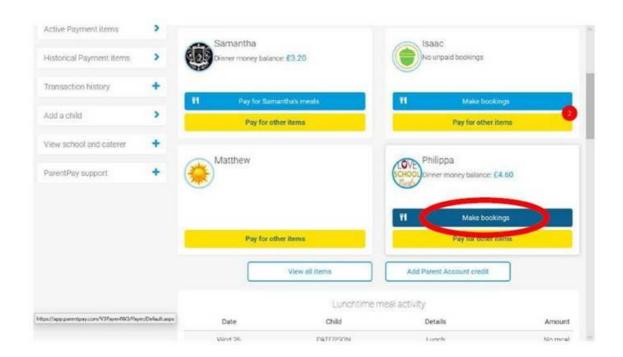
## Friday 4 September 2020

## Dear Parent/Carer,

We have moved to a new pre-ordering based system for meal selection, and food will be available to pre-order on Monday 7<sup>th</sup> September for the following day Tuesday 8<sup>th</sup> September onwards, for a maximum of one week in advance.

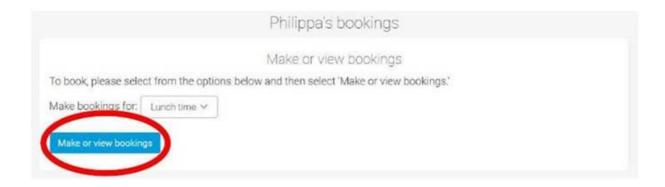
To order food please follow this simple guide below.

- 1. Log in to your ParentPay account from <a href="www.parentpay.com">www.parentpay.com</a>
- 2. Click on the Make Bookings button underneath your child's name



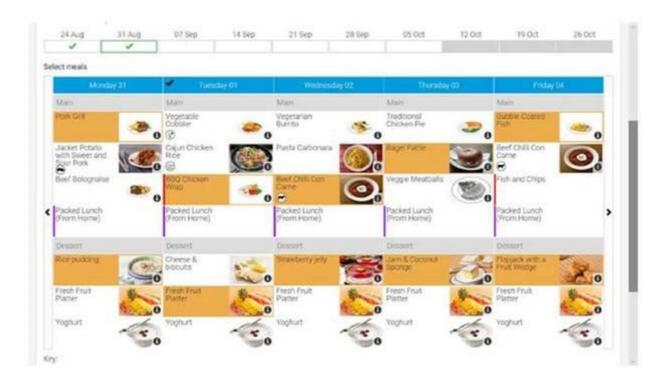


3. Click on "Make or view bookings" to then view the school's menu and choose your meals

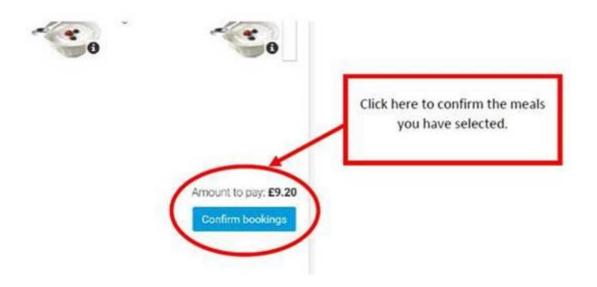


4. You can now see the weekly menu; click on the dishes you want to choose for your child – you will see new selections turn amber on the menu. Please ignore the category names of Main and Vegetables for now as we are unable to change them; essentially you can chose one item per category. Provided that you are within the cut-off for ordering meals, which is currently set to 9pm the day before, you can change an existing selection by clicking on the dish, to de-select it, and then choose the meal you want.



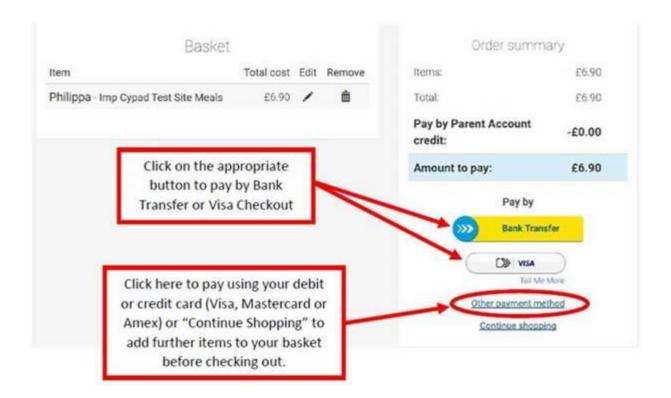


5. If your child receives Free or Universal Infant Free School Meals, then you won't need to make any payment, but you must click to confirm your booking. If your meals are chargeable, then the cost of your selection will be displayed





6. If your child's meals are chargeable, you will now be taken to the checkout to make your payment, or you can choose to select other items to be added to your basket, before paying. Please note that if you do not pay for chargeable meals within 2 hours, then these meals will be cancelled, and you will need to book again. You can pay using a range of options – Bank Transfer, Visa Checkout or with a debit/credit card.



Yours sincerely

Mr Tony Leigh

Vice Principal: Culture and Climate for Learning