

# The Coastal Federation

Bacton Primary, Mundesley Infant (SRB) and Junior Schools

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'together aspire, together achieve, together we are stronger...'

23rd March 2018

Dear Parents/Carers

We are writing to inform you of some changes to the School lunch payment system which will come into effect after the Easter Holidays. We will still be using the same system, however you will now need to order and pay for meals a week in advance. By doing so, we are hoping to help reduce the amount of food wasted, enabling us to keep the cost of meals as low as we can and still provide high quality ingredients.

## To pay in advance

Log onto the website ([www.schoolmoney.co.uk](http://www.schoolmoney.co.uk)) using your login details (including your phone number, email address and password).

Once you are logged on choose "Dinners" from the green tabs on the left, you can then choose the amount you would like to add by typing in the box.

Click on the "+" sign to add the amount to your basket.

Finally you can click on "Make Payment."

## To pre-order your meals

Click on the green "Dinners" tab on the left again.

Then click on the week you would like to book meals for.

A frame will appear showing the days of the week.

Use the drop down boxes to choose your meals and then add to your basket.

To help ensure pupils receive their school lunch we would advise you to log on during the Easter Holidays, book your child's meals and pay in advance for the week beginning 16th April 2018. Each school meal is £2.20 therefore a week of school lunches will cost £11. We will also send a text reminder to all parents for the first few Fridays until everyone is accustomed to the new schedule of pre-ordering and payment.

If you have any issues pre-ordering or paying in advance please call the office and we will endeavour to help you.

Regards

Jenny Goodman