

Coastal Together



13 May 2022

Booking School Lunches - School Money System



Dear Parents and carers,

We are currently experiencing increasing numbers of children who are arriving in school without lunches being ordered. Please be reminded that ALL school meals should be ordered at least **one week in advance** to ensure that all our children are provided with the meals they have ordered. Currently the kitchen team are having to try and provide additional meals each day with no advance warning. We endeavour to be as accommodating as possible but this can only happen when we are dealing with exceptional circumstances. In addition we will shortly be outsourcing our kitchen provision, with meals still being cooked and served on site, however the service will be provided by Norse. This will allow us to maintain staffing levels, quality and consistency. Going forward we will be unable to accommodate missed bookings.

Please find below the steps you need to follow to book your child's lunches:

- All meals should be ordered using the online system. If you have not already downloaded the App then please see the reverse of this letter for full instructions.
- If you have not ordered a lunch then the school admin team will contact you and you/a family member or friend will need to bring in a packed lunch to the office for your child.
- If your child does not like/eat what you ordered for them, the class teacher or school admin team will tell you so you can make a change to any future bookings. We are unable to substitute meals on the day.
- Changes on the day. We are unable to make changes to lunch bookings on the same day.

If you have any system access issues, please do not wait. Please contact the school offices and if we are unable to resolve your issue over the phone, we will book a time to see you/your device in person!

Abi Howett

David Hopkins

Head of Schools

Deputy Executive Head

School Money System The APP

Here at the CoastalTogether Federation we use a system called Eduspot - the School Money System. We use this system to book and pay for lunches, trips, before and after school Childcare and even record permissions. For some activities we may use a Google form which will be sent to you electronically, this may be for an after school club, sporting activity or even a whole school event. They are quick and easy to use and will mainly consist of tick boxes. By using an electronic form we can ensure that information gets to you, the parent/carer and prevents letters getting lost.

There is no facility to pay cash for any services the school provides. To access the system there is a first time registration process that you will need to follow, then download the App onto your mobile device and access the system anytime.

How do I sign up to use SchoolMoney?

Download the Teachers2Parents app from your preferred devices app store. The App appears as a yellow coloured logo on your device. Once you're on the app you will be asked to enter in the mobile number the school has on record for you and press 'SIGN IN'. Wait for the 6-digit verification code to be delivered via SMS and enter it into the 'Verification Code' field and press 'Verify Code'. Now you should be signed up to use the service, if you're having any issues then please contact the school office and they will be able to check the mobile number they have on file for you.