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SCHOOL MEALS - PARENTPAY BOOKING AND MENU SELECTION

All school meals must be booked on ParentPay in advance; www.parentpay.com. Classroom school meal registers are not taken, and the kitchen only prepares meal choices as ordered on ParentPay. You will be issued with a ParentPay username and password when your child starts school with us. If you have forgotten your password at any point, please use the forgotten password link as you login to ParentPay. For guidance please use this link:- <https://parent-support.parentpaygroup.com/hc/en-gb/categories/4407704072081-ParentPay>

All school meals must be booked before 9am the day the meal is required. Meals can be booked on ParentPay either daily, weekly, monthly or termly (setting a reminder in your online calendar may help with knowing when your child's next bookings are required). To book meals;

1. Login to your ParentPay account
2. Select **Book meals and places** for a pupil.
3. Select **lunchtime** from the drop-down menu
4. Select **the date** to view in the week commencing drop down menu
5. Select **Make or view bookings** (note: View screen will only allow you to view the menu choices)
6. Make **the menu selections** required
7. Select **confirm bookings**
8. Repeat steps 2-7 for any other children requiring meals.
9. Select **Pay now** and follow the payment process. *

*From September 2023 – All Reception to Year 6 learners will be entitled to a Welsh Government Universal Free School Meal. All meal choices **must** still be booked on ParentPay, following the steps above, before 9am but the system will not charge you for the meals.

To cancel/amend your meal bookings, go to the bookings page and untick the meals previously ordered. This must be done on ParentPay before 9am on the day the meal is booked for. If on the day your child no longer requires the meal as you are providing a packed lunch instead, you must cancel the meal on ParentPay yourself before 9am. If you do not cancel by this time, the kitchen staff will prepare the meal as booked and food potentially wasted.

If your child is unexpectedly absent from school, please cancel the meal order before 9am on ParentPay; the money will be credited back to your ParentPay account. If you do not cancel the meal, we will assume your child will be arriving late for school and the meal will still be prepared.

Special Diets - If your child requires a special diet due to allergies/medical conditions, please complete a request form and send it directly to Monmouthshire Catering. Please use this link to locate the request form: <https://www.magorciwprimary.co.uk/school-meals-menus/>.

Free School Meals and Uniform Grant

If you receive any of the benefits outlined below, you should also apply for a free school meal and uniform grant through your Local Authority as you may be entitled to grants such as school uniform and PE kits. The school may also get additional money based on the number of pupils who are in receipt of this grant, which can be spent on supporting learning in our school.

You may be eligible if you are a parent or guardian of a child in school, and you receive one of these benefits:

- Income Support
- Jobseeker's Allowance
- Employment and Support Allowance (Income-related)
- Child Tax Credit (you are not eligible if you also receive Working Tax Credit)
- Pension Credit
- Help under Immigration and Asylum Seekers Act 1999
- Universal Credit

If you receive Universal Credit, your household earnings must be less than £7,400 a year after tax. This does not include any income from benefits.

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

How to Apply for the Free School Meals and Uniform Grant

If you are in receipt of any of the benefits listed above, you can apply for free school meals by clicking on the following link: <https://www.monmouthshire.gov.uk/home/counciltaxandbenefits/fsm/>