



Morchard Bishop CE (VA) Primary School  
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Head Teacher - Mr Chris Sargeant

Dear Parents/carers

As previously mentioned, we are moving over to electronic meal ordering with our payment provider Eduspot. This system is now available to use for all meals from Monday 25<sup>th</sup> February. You will also receive a School Money Parent User Guide. We would like to ask all parents to use this system to order meals for your child/children even if they are having sandwiches and in receipt of Universal Infant Free School Meals [all Key Stage 1] and don't need to make a payment. We still need to know whether your child is eating a school meal or sandwiches at lunchtime.

As previously, we need this to be done in advance to help the kitchen with food orders and save any confusion & worry for your child each morning. You will see all the same options of main meal, vegetarian, jacket potatoes with various fillings or sandwiches. Payment will need to be made at the time of ordering – this can be done on a payment top up basis. If a meal choice has not been made in advance, your child will need to know at registration on the morning what meal they require and payment will need to be made to the school office if there is no credit on Eduspot. Each class will have a copy of the Spring Term menu choices, please ensure the meals are known by your child each week.

We will also be issuing a password reminder to all parents for Eduspot. Please ensure your mobile numbers and e-mail addresses are up-to-date – this system will not work if either of these have been changed. Please ask at the school office if you require a hard copy of the School Money Parent User Guide [also available on the school website.]

If you have any queries or need help with using this system, please ask at the office. We are available to help either by you coming in and helping with the log-in at the office or on the telephone & can answer any queries by e-mail during half term. Any school meal credit balances as of the 15<sup>th</sup> February 2019 will be credited to your Eduspot account.

All transactions will need to be completed by midnight of the night before the meal is required.

School Money/Eduspot will enable us to experience a more streamlined, cost-effective and efficient payment system in a secure and safe environment.

Thank you for your co-operation with this matter.