

1 October 2025

Dear Parent / Carer

We would like to remind all families that school lunches must now be ordered **at least one week in advance** through **ParentPay**.

This advance ordering system is essential for the smooth running of our school kitchen. By receiving meal orders early, we can:

- Plan accurate food deliveries
- Reduce unnecessary food waste
- Improve kitchen efficiency and meal service for students

We appreciate your cooperation in placing lunch orders a week before the day they are needed. ParentPay is always open, allowing you to book meals in advance to ensure your child is provided for.

If you require any help with placing an order or accessing your ParentPay account, please contact the school office, we're happy to assist.

Thank you for your continued support.

Yours sincerely

*H Robinson*

Mrs Robinson  
Data & Office Manager