



Worcestershire County Council  
**HINDLIP C.E. FIRST SCHOOL**  
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Executive Headteacher: Mr Alex Gromski



You are receiving this letter because you have a child joining us in Reception at Hindlip School on Tuesday September 6th 2022 and who will be entitled to a Universal Infant Free School Meal (UISFM) from Monday September 12<sup>th</sup> 2022.

We will now be using ParentPay for you to order all meals and you will need to sign up to ParentPay for this to happen. Please find your personal activation code attached so you can do this.

There is an app for ParentPay, as well as logging into [parentpay.com](http://parentpay.com) from your internet browser (i.e. google etc) – please use whichever you prefer

As you know food will be provided each day from Spire Catering – operating out of Witton Middle School (menu attached again also).

### What to do next:

- Using your activation codes login to parentpay/download the app and login
- Order your child's lunches (from w/c 12/09/2022 - the menu lasts all term so you can order as far in advance as you like).
- Remember – during the first week of school – Tuesday 06/09 to Friday 09/09 – your child will not be staying for lunch.
- Reception children begin doing full days 8.45 am to 3pm including lunch from w/c 12/09
- In order to order lunch for w/c 12/09 - this must be completed by Wednesday September 7th (Wednesdays' at midnight is the cut-off date for ordering for the following week).
- It will appear that your meals are free and you do not have to pay for them – this is correct, you don't have to pay for them.
- Your child's meals will remain free until they begin Y3.
- The school office will be closed from Friday 22/7 until Tuesday 06/09. I would therefore encourage you to do all of this, if you can before we break up as I will be on hand to help you up until and including Thursday 21/07.



So .....two important things to remember:

Login/activate parentpay and order food by 07/09 for w/c 12/09 onwards

- Remember – this is a two week rolling menu that is changed once a term. When viewing online, you will be able to tick the choice you want out of four options. You will **not** need to remember which week it is i.e. 1 or 2.
- You have a four choice menu. A hot meat, a hot vegetarian option, a jacket potato option and a baguette option.
- Parents will be responsible for ordering food regardless of whether children are Universal Infant Free School Meal, Paid Meal or Pupil Premium.
- If you choose not to order meals online or miss the cut off we will assume you will provide a packed lunch and will call you to deliver one if we realise children have not been provided with food.
- If your child has allergies please contact [claire.miles@witton.worcs.sch.uk](mailto:claire.miles@witton.worcs.sch.uk) directly and you will be provided with the necessary allergen matrix to help you make an informed choice as to whether to provide your child with a packed lunch or whether there is a suitable meal option available for your child. Sadly I do not have the expertise to help you with this – but Claire is amazing and very knowledgeable and will provide you with all the information you need. Claire will be available until 21/07 and then from 06/09
- Cut off for ordering is a Wednesday at midnight for the following week. If your child is ill, you will need to notify me that you would like to cancel a meal at the time of reporting sickness (telephone office by 8.30 am, I will pick up your message).

Any questions please get in touch with me, or if it is dietary – please contact Claire above.

Please refer to the below link that was emailed previously, this contains various videos to help you through.

[ParentPay Payer Guidance - parentpay \(wistia.com\)](#)

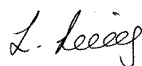
I suggest you look at the following to begin with as these will be the most relevant:

Account Activation: All videos

Payments: 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> video

Booking and Pre-Selections: 1<sup>st</sup> and 3<sup>rd</sup> video

Many thanks,



Lorena Lewis  
Federation Business Manager

