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19th March 2018

Dear Parents and Carers,

We are changing the school lunch booking system. **ALL** lunches will need to be booked online using the Scopay website (Tucasi) and paid for in advance if your child is not entitled to a free school meal. If you haven't already done so, you will need to create an online account. Your child should have already brought home the information about this.

You and your child will now be able to choose in advance, either the main meal, the vegetarian option or a jacket potato. Please note, there is no requirement for us to offer the third option (jacket potato) but as a school this is something that we feel the children like. These choices need to be booked online by **Thursday for the following week**. Unfortunately the kitchen will not be offering the jacket potato option on a Wednesday. If you do not make a meal choice, then your child will still be served a hot meal but it will be the main meal choice of the day.

We will be sending home the new menu from Surrey Commercial Services as soon as we receive it and it will also be available on our website under the Virtual Office / School Lunches tab (just as it is currently). This new menu will start from when we return after the Easter holidays (Monday 16th April).

Please see the attached parent guide from Tucasi on how to reserve meal choices.

As per our current arrangements, your child will need to stay on hot lunches every day or packed lunches. If you wish them to change, we still require two week's notice. Currently the children are NOT able to swap from hot lunches to packed lunches during the week. This is important for the kitchen to be able to order the correct amount of food and for this new system to work. We may well be able to review this option going forward once the new system has bedded in.

Lunches for the beginning of the Summer Term (April 16th 2018) need to be booked this week by Thursday 22nd March. Please note that you will only need to make changes if your child requires the vegetarian option or the jacket potato option. If your child has a special diet, you do not need to do anything other than to pay for their meals online, as the kitchen will continue to provide them with their required diet.

Yours sincerely,

Hale School Office

