Meal Manager – On-line Booking of School Meals

19th December 2019

Dear Parents/Carers

From January 2020 we will be moving to an online booking system for school meals. Parents will book the meals they want their children to have via the school gateway.

Meal Manager will go live on 6th January 2020. From this time you will be able to pre-order your child's meals ready from the start of the spring term

Parents and children will select meals in advance at home, enabling you to plan more accurately what your child will eat.

Meal Manager is a cost-effective, paperless administration system designed to transform and simplify the management of the school catering process.

Combined with School Gateway, Meal Manager enables the school to:

- Reduce waste through accurate meal production
- Reduce the need for cash payments
- Reduce debts
- Reduce paperwork and administration time
- Improve take-up of school meals
- Help children learn to make healthy eating choices
- Comply with regulatory food practices

Parents use a phone, tablet or laptop to select their children's meals in advance and manage their allergies. You will be able to make and change bookings up until 8am the morning of the meal. Payment for these meals (where applicable) will be required at the time of booking.

All outstanding dinner money balances will need to be cleared by midnight on Friday 20th December 2019. Failure to do so will result in you being unable to making bookings on the new system, and therefore you will have to provide your child with a packed lunch.

If your child receives free school meals or is a pupil premium child you will still have to order the meals but there will be no payment required.

You will not be able to book a school meal for your child after the cut off time or if you have a negative balance and therefore, you will be asked to provide a packed lunch for your child.

You will be able to log on to the School gateway the same way as you do already and use your current user name and password. If you have not already registered to pay on-line you will need to register for a School Gateway account from www.schoolgateway.com. You will need to enter your email address and mobile number that the school have on record for you.

When you have entered your email address and mobile number, select the Send PIN button, a PIN number will be sent to your mobile phone. You can then use the PIN number to log into the School Gateway to book sessions, view/make payments. You will be able to see a record of the payments you have made and receipts are sent to your registered email address for any transactions processed.

Should you have any problems please contact the school office

Kind Regards

Admin Team