



CHRISTMAS LUNCH – TUESDAY, 6TH DECEMBER 2016



Our popular Christmas lunch will take place this year on Tuesday, 6th December, at a cost of £3.35 per student. This includes a choice of a traditional turkey main course (including pigs in blankets) or vegetarian option, a dessert and a cracker.

As in previous years, payment will be required via ParentPay against the payment option entitled 'Christmas Lunch' (please do not hesitate to contact the Finance Office if you have forgotten your username and password). The closing date for payments is 11am on Tuesday, 22nd November. Please note that payments cannot be accepted after this date as the final catering order has to be placed the following day. If payment is not received by 22nd November, your son/daughter will require a packed lunch on 6th December, as there will be NO alternative food, either at break or lunchtime, on the day.

There is a mandatory 'notes' field on ParentPay in which you must specify either 'meat' or 'vegetarian'. Additionally, if you have an allergy or intolerance to specific food types, this must be added to the 'notes' field.

If your son/daughter is eligible for free school meals, he/she will automatically be allocated a meal and no payment will therefore be required. **However, you will need to inform our Catering Manager, in writing and before 22nd November, if your son/daughter requires a vegetarian option or has a food intolerance (please email s.papworth@roundwoodpark.co.uk).**

All students will be able to check that their payment has been received by looking at the list on the notice board by the canteen entrance (which will be updated by lunchtime from Wednesday on a daily basis). A note will additionally be made on Bulletin each day reminding students to check the list.

The Christmas meal is ordered in quantities to meet demand and therefore, regrettably, we will be unable to provide a refund if your son/daughter is absent on 6th December.





In case you have not used ParentPay for some time, the instructions on how to make a payment are given below:

- Under your son/daughter's name you will see two tabs. Click on the yellow tab entitled 'Pay for other items'
- Alongside the Christmas lunch option click in 'View details and pay'.
- You will now be required to complete the 'Notes' section as detailed above
- On the next screen, click on 'Add to basket' (**IGNORE the option to 'Pay by Parent Account'**)
- Click on 'Continue shopping' if you have more items to pay and once all selections have been made click 'View basket and pay'. There is a section on this screen regarding donating to iRoundUp. Please note that this is nothing to do with our school's fortnightly newsletter, nor anything originating from us. You can click on the link if you wish to find out more
- On the next screen, click on 'Pay now' and then input your payment card details, where indicated
Click on 'Review payment'. A box will appear which confirms your selection. From here click 'Make payment'
- The following screen outlines the details of payments just submitted. Select 'Confirm Your Payment' to continue
- You may now be directed to a secure bank card verification screen. If so, enter the details requested and then press 'Submit'.
- You should now be taken back to the home screen with a notification stating 'Payment successful' and you will receive a second confirmation via email.

Please do not hesitate to contact the Finance Office (by 21st November) should you have any queries (01582 765344). If you wish to email your query please do not reply to this email, as it is only used for outgoing messages, but contact us via finance@roundwoodpark.co.uk.

