



NOTTINGHAM ACADEMY



Principal: Mrs J French


PA to the Principal: Miss A Birkhead

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 @NottmPrimary

28th March 2022

Dear Parent/Carer

Nottingham Academy: Online meal ordering

We are pleased to let you know that starting on **Tuesday 19th April 2022** we will be introducing an online school meal booking system via ParentPay. In order for your child to have a school meal, you will need to choose, book and pay for the meals through ParentPay in advance. You will need to notify us if your child is bringing a packed lunch from home by logging into ParentPay and selecting this option. Any child that receives Free School Meals or Universal Free School Meals will also need to go on to ParentPay to choose and book the meals; however, you will not be charged for this as the system will automatically recognise that your child has a FSM entitlement.

The meal booking system is run through a product called **Cypad**, which is the ParentPay Meal Management Solution System. Using your ParentPay account, instead of seeing a page to load monies to your account, you will be asked to select meals from the menu. Once the items have been selected, you will checkout and pay for the selected meals.

Pre-ordering meals online

Meals must be ordered in advance (**at least 1 week, and up to 10 weeks in advance**), in your ParentPay account. This will offer our administration/kitchen teams the opportunity to collate information and order the correct amount of food from our suppliers.

This will reduce wastage at our academy and offer students their first meal choice. To help parents choose meals, nutritional content and any allergens will all be available in one online menu. This allows parents to have more visibility over what their children are eating in school.

From **Tuesday 12th April** parents will be able to view the menu and pre order for **w/c 19th April and w/c 25th April**, the cut off for pre-orders will be **Sunday 17th April**.

After these dates, all meals will need to be ordered 1 week in advance, unless there is an upcoming school holiday, in that instance meals will need to be ordered the week before the holiday period.

w/c 25th April – pre-order by **Sun 17th April**
w/c 3rd May – pre-order by **Sun 24th April**
w/c 9th May – pre-order by **Sun 1st May**
w/c 16th May – pre-order by **Sun 8th May**
w/c 23rd May – pre-order by **Sun 15th May**
w/c 6th June – pre-order by **Sun 29th May**

w/c 13th June – pre-order by **Sun 5th June**
w/c 20th June – pre-order by **Sun 12th June**
w/c 27th June – pre-order by **Sun 19th June**
w/c 4th July – pre-order by **Sun 26th June**
w/c 11th July – pre-order by **Sun 3rd July**
w/c 18th July – pre-order by **Sun 10th July**

The Nottingham Academy is part of the Greenwood Dale Foundation Trust group of Academies



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Allergies, religious requirements, and special diets

ParentPay will automatically block any meal choices that contain any allergens your child has. The system can also manage religious and special dietary choices, enabling parents to feel confident that special dietary requirements are observed. This digital management of allergens reduces the margin for error and maximises pupil safeguarding.

Please ensure that you have notified us of any allergies using the following form <https://forms.office.com/r/gEXNVZhULX>

You can find out more information from the short videos below:

- [How To: Ordering meals using ParentPay meal bookings](#)

Yours faithfully,

Mrs J French
Principal

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