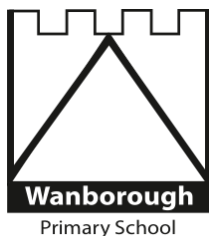


Headteacher: Andrew Drury
Telephone: 01793 790269
Email: admin@wanborough.swindon.sch.uk
Web: www.wanboroughprimary.org
Twitter: @WPrimary



Wanborough Primary School
The Beanlands
Wanborough
Swindon, Wiltshire
SN4 0EJ

Ordering School Meals

Parents must log on to ParentPay and order their child's meals online. There are a few important points we would like to make you aware of:

- The cut off for ordering meals/changing meal choices is **midnight on the Thursday** of the week before the meal is required. This is a deadline set by ParentPay and the office have no flexibility to add late orders or make changes, therefore if a lunch hasn't been ordered your child will require a packed lunch. Likewise, if you have ordered a meal and your child arrives at school with a packed lunch the meal will still be charged for.
- When booking meals, parents with children in **KS1** must select the Event Time of **AFTERNOON**, and parents with children in **KS2** must select the Event Time of **LUNCHTIME**. This is because the cost of meals is slightly different. If meals are entered against the incorrect session you will be asked to delete them and re-enter them correctly.
- Once a meal has been ordered you have 2 hours to ensure there are sufficient funds in your account, otherwise the meal will automatically be cancelled.
- All patterns currently set up for children (i.e. those children who have a normal hot meal every day) will be cancelled and therefore even if your child has always had a hot meal every day you will need to go on line and order meals.
- You can order week by week or term by term. The menu will change at the end of each full term and you will be notified when the menu has been updated.

If you have any problems at all with the ordering system please do not hesitate to contact the school office.

