



12th November 2018



CHRISTMAS LUNCH – TUESDAY, 18TH DECEMBER 2018



Our popular Christmas lunch will take place on Tuesday, 18th December, at a cost of £3.50 per student. This includes a choice of a traditional turkey main course (including pigs in blankets) or vegetarian option, a dessert and a cracker. Uptake for our Christmas lunch is usually around 85% to 90%.

As in previous years, payment will be required via ParentPay against the payment option entitled ‘Christmas Lunch 18/12/18’ (please do not hesitate to contact the finance office if you have forgotten your username and password). The closing date for payments is 11am next Monday, 19th 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 19th November, your son/daughter will require a packed lunch on 18th December, as there will NOT be an alternative food option on the day. Additionally, the canteen will be closed at break and the sixth form café will be shut all day.**

There is a mandatory ‘notes’ field on ParentPay in which you must specify either ‘turkey’ or ‘vegetarian’. Additionally, if you have an allergy or intolerance to specific food types, this must be added to the ‘notes’ field. If a food option is not specified, it will be assumed that your son/daughter would like a turkey meal.

If your son/daughter is eligible for free school meals, he/she will automatically be allocated a turkey meal. However, you will need to inform our Catering Manager, in writing and before 19th 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 tomorrow 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 regretfully, therefore, we will be unable to provide a refund if your son/daughter is absent on 18th 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' unless you have more than one child, in which case select the white tab 'View all items'.
- Alongside the option entitled '**Christmas Lunch 18/12/18**' click 'View'.
- You will now be required to complete the 'Notes' section, as explained above, following which click on 'Add to basket' (**IGNORE the option to 'Pay by Parent Account'**)
- Repeat the process for other siblings or if you have other items to pay and once all selections have been made click on the basket icon at the top right hand side of the screen
- Select your payment method, click on 'Pay now' and input your payment card details, if not automatically saved on the website. If not automatically saved you may need to click on 'Review payment' and a box will appear confirming your selection. From here select 'Make payment'
- You may now be directed to a secure bank card verification screen. If so, enter any 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.

If you are in doubt as to whether or not you have paid, click 'Transaction history' on the left hand side of the home screen, then click on 'Payment history', input the relevant dates and finally click 'Search'. You will then be able to see all payments within the relevant period.

Please do not hesitate to contact the Finance Office (before 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.

