



CHRISTMAS LUNCH TUESDAY 17TH DECEMBER 2019



Our popular Christmas lunch will take place on Tuesday, 17th December, at a cost of £3.75 per student. This includes a choice of a traditional turkey main course including pigs in blankets (the turkey is suitable for Halal students) or vegetarian option (mushroom, brie and cranberry wellington), dessert and an environmentally friendly cracker. Uptake for our Christmas lunch is usually close to 90%.

As in previous years, payment will be required via ParentPay against the payment option entitled 'Christmas Lunch 17/12/19' (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, 3rd December. 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 3rd December, your son/daughter will require a packed lunch on 17th 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'. If a food option is not specified, it will be assumed that your son/daughter would like a turkey meal. Students eligible for free school meals will automatically be allocated a turkey meal. However, you will need to inform our catering manager, in writing and before 3rd December, if your son/daughter requires a vegetarian option (please email s.papworth@roundwoodpark.co.uk).

CareMonkey profiles must be updated to reflect any food allergies or intolerance to specific food types, because our catering manager will be accessing this information for each student when planning the Christmas lunch and therefore it is the responsibility of parents that the information provided is correct.

All students will be able to confirm if their payment has been received by checking the list on the notice board by the canteen entrance (which is updated daily).

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 17th December.

If you are in doubt as to whether or not you have paid, please check before the deadline by logging onto ParentPay, click 'Transaction history' on the left-hand side of the home screen, then click on 'Payment history', input the relevant dates when payment could have been made 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 3rd December) should you have any queries (01582 765344). If you wish to email your query, please contact us via finance@roundwoodpark.co.uk.

