

CONIFERS PRIMARY SCHOOL



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HEADTEACHER
Mr A Johnson

23rd March 2017

Dear Parents and Carers,

Today, your child will be bringing home a Hot Meal Menu. All orders will now need to be placed with our online ordering and payment system - Tucasi, School Cash Office.

The online system is far more convenient for everyone and we encourage you to register on the system at www.scopay.com/conifersprimary-dorset. If you need a reminder of the link code that was previously sent out to you please contact the school office.

When placing your order please remember:

- You will need to order 1 week in advance. The deadline for all menu orders is **Sunday** of the school week before the meals are ordered. **E.g. for week commencing Monday 15th May order by Sunday 7th May.**
- If there is a school holiday you need to order 1 week before the end of term. **e.g. for menu week commencing Monday 24th April the order needs to be placed by Sunday 2nd April.**
- As the orders are directly linked to our food provider, if you do not complete an order, **NO** meal will be available for your child and you will need to provide a packed lunch.
- Orders can be placed half-termly in advance, or week by week - the choice is yours.
- If you have ordered a Hot Meal on a day that happens to be a school trip, your order will automatically be amended to a packed lunch, option C (Charlie).

You may be eligible for Pupil Premium which would mean that as well as receiving free school meals you would be entitled to a **£25 uniform voucher every year and 50% off some school trips**. You may be eligible if you are in receipt of one of the following benefits, Child Tax Credit, Job Seekers' Allowance, Employment Support Allowance, State Pension Credit & Support for Immigration & Asylum.

The Local Authority is able to grant free school meals, if you think you are entitled please visit www.dorsetforyou.com or telephone 01305 221000.

If you have any problems online or any questions about the menus, or free school meals, please do not hesitate to contact the school office.

Yours sincerely,

Mrs N Hansford
Senior Finance Officer

