

Dear Parents and Carers,

In the second week of the summer term, we will be moving our school lunch ordering facility and clubs/wrap around care bookings away from ParentPay, who we have used for a number of years. We will move to 2 new apps from Monday 22nd April – My Child at School (MCAS) App and our caterer The Pantry's own app. The reason we are going to go live from the second week is to ensure everyone has still been able to book meals and wrap around care on the existing platform for the first week in readiness for the return from the Easter break.

There are some actions we are asking you to take as soon as possible in order to facilitate a smooth transition and enable us to support any queries you may have at the earliest opportunity.

Wrap around Care and Clubs bookings:

- Download the My Child at school app (instructions attached) by Monday 18th March.
- Summer Term Clubs will be open for booking from Monday 11th March and will be available for booking on ParentPay.
- Please use any outstanding credit that you have on your ParentPay account for forthcoming bookings and we suggest over the next few weeks that you 'pay as you book'. It is also advisable that you withdraw any credit from ParentPay that you think you won't use before 22nd, as we are unable to do this for you.
- Bookings for wrap around care will be available on ParentPay until 18th April. Bookings from 22nd April will only be available on the MCAS app.

School lunch ordering:

Lunch will continue to be provided by The Pantry, however, you will need to order directly via their app. You will have until Wed 10th April to book meals for the first week back via Parentpay only. The Pantry will communicate with you directly regarding how to download their app and when you need to place meals for w/c 22nd April. We have invited staff from The Pantry to be available w/c 15th April at morning drop off in case you have any issue or questions with their app and ordering queries. Even if your child is entitled to a free school meal, you must still place your bookings on The Pantry's App to ensure that a meal is available for them.

We will be sending further reminders and information guides to ensure you are set up ready for the transition.

If you have any questions, please do not hesitate to ask.

Kind Regards,

Two Mile Ash School