



# Church Hill C. of E. Junior School

Church Hill Road - Thurmaston - Leicester - LE4 8DE

☎ 0116 2692509

✉ [parentresponse@churchhill-jun.leics.sch.uk](mailto:parentresponse@churchhill-jun.leics.sch.uk)

🌐 <http://www.churchhill-jun.leics.sch.uk>

**Headteacher:** Mrs D. Brown

Summer 2023

## School Dinners on ParentPay

**\*\*This will begin from the first day we return to school, Friday 1<sup>st</sup> September 2023**

Dear Parents & Carers,

As a school we support innovation and moving forward with technology, therefore due to popular request, we will be taking payments for school dinners via our online payment system - ParentPay. You will be able to pay for school dinners in advance days/weeks/months. Online payments for school dinners can be made far more conveniently than repeatedly withdrawing cash and the ability to track payments on ParentPay will keep you up to date with your orders.

**Free School Meals:** If your child is eligible for free school meals, an order on ParentPay is still required. Please choose the colour you wish your child to have and complete the order, there will be no charge for their dinner. Orders must be made by midnight of the day before – we cannot accept any orders on the day despite there not being a payment involved.

As our school dinners are supplied by Leicestershire Traded Services (LTS), you will still need to refer to their menu (attached) and then select the corresponding colour, red/green/yellow, on ParentPay before making payment.

Unfortunately, ParentPay is unable to accept any orders after midnight of the day before. Therefore, if you have not had a chance to book your child's dinner the day before, you will need to send them to school with a packed lunch from home. Payments must be made within 2 hours of adding your order to the basket, otherwise your order will be cancelled and you will receive an email from ParentPay to notify you of the cancellation. We are unable to accept on the day orders.

If your child has any special medical dietary requirements, please contact the LTS Duty Desk on 0116 305073 or [LTScateringduty@leics.gov.uk](mailto:LTScateringduty@leics.gov.uk) alternatively, the direct telephone number to our school kitchen is: 07912 223 418.

Please see the attached instructions on how to book your child's dinner order.

Yours sincerely,

Mrs N Lewitt  
School Business Manager

Deputy Headteacher:  
**Mrs M. Sudera**  
Assistant Head  
Teacher  
**Mrs R. Saxton**

Let Your Light Shine  
Together Everyone Achieves More



Chair of Governors:  
**Mr Steve Hardy**



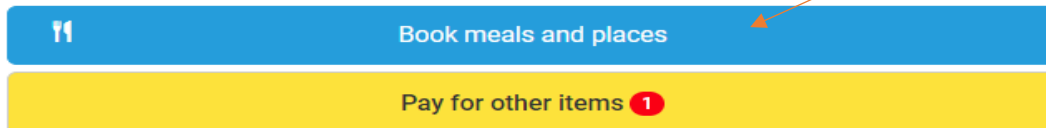
How to book a school dinner on ParentPay:

- Choose your child's menu choice from the LTS menu.
- Log into your ParentPay account.
- If you have more than one child registered, select the child's account that you wish to order for.
  
- Click on **Book meals and places**



Child's Name

No unpaid bookings



- Select the week you wish to order for from the drop down menu

Make bookings for

Lunch time 

Week commencing

3 Jul 2023 

Make or view bookings



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- Find the correct day and click on the colour choice you wish to order for your child, the blue banner will change to green:

Mon 10 Jul	Tue 11 Jul ✓	Wed 12 Jul
RED	RED	RED
GREEN	GREEN ✓	GREEN
YELLOW	YELLOW	YELLOW
	<a href="#">Clear day</a>	

If you wish to change your choice, simply click on **clear day** which will clear your selection.

- Scroll down to Booking summary to see the amount of bookings added, bookings cancelled, cost of new bookings, payment due. Please check this information is correct before clicking on **Confirm bookings**.
- Free School Meals: At this point, the payment due will show as £0.00, please continue and click on **Confirm bookings**.

Booking summary	
Charlie Lewitt's Lunch time	
Bookings added	1
Bookings cancelled	0
Cost of new bookings	£2.45
Payment due	£2.45
<input type="button" value="Confirm bookings"/> <input type="button" value="Cancel"/>	

Deputy Headteacher:  
**Mrs M. Sudera**  
 Assistant Head  
 Teacher  
**Mrs R. Saxton**



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- Basket: Please check the items added are correct before making payment.


Basket			
Item	Total cost	Edit	Remove
- Lunch Payments for Danemill Primary School	£2.45		

Order summary	
Items:	£2.45
Total:	£2.45
Pay by Parent Account credit:	-£0.00
<b>Amount to pay:</b>	<b>£2.45</b>

Pay by

 Bank Transfer

 Tell Me More

Other payment method

[Continue shopping](#)

**Reminder: Orders cannot be taken after midnight the day before. No orders can be placed on the day. ParentPay will automatically cancel any orders in your basket if payment has not been made.**