



Shoreham Village School
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16th July 2024

Dear Parents and Carers,

New Catering Arrangements – September 2024

We have reviewed our school meal provision and will be changing our school meal provider from CH & Co to Caterlink, from September 2024. We have researched catering options available and we have made every effort to keep school meal prices as low as possible. A school meal will be £3.15 each day for children in KS2 and free for children in KS1 and Reception.

It will remain the responsibility of parents/carers to plan for their child's midday meal, so please ensure you register and book the meals that you require in advance, bookings can be made daily, weekly, monthly or termly.

You will need to register on the new system **ParentPay** to book and pay for your meals online. In order to register you will receive an email containing account activation details (**new starters will receive this email on their first day at school**), once received please follow the instructions below to create your account:

- How do I activate my account? <https://parent-support.parentpaygroup.com/hc/en-gb/articles/4410745182481-How-do-I-activate-my-account>
- How to add a child to an existing Parent Account <https://parent-support.parentpaygroup.com/hc/en-gb/articles/4410745552273-How-to-add-a-child-or-adult-to-an-existing-Parent-Account>

For current pupils please ensure this step has been completed ahead of the new school year to ensure your child has access to school meals from the beginning of term 1.

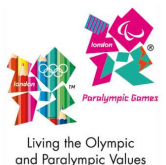
Caterlink menus should be online via ParentPay before the end of August. Simply login to your account and follow these instructions for booking your meals ahead of the start of the new school year.

- **ParentPay - Parents - Meal Booking Guide PDF (attached)**
- How to book a meal <https://parent-support.parentpaygroup.com/hc/en-gb/articles/6265244826257--VIDEO-How-to-book-a-meal>

If your child has any dietary needs or food allergies, you should have received a form to complete and return to the office. If you have not received this, please find attached form to complete and return to the office as soon as possible:

- **Caterlink - Allergies and Intolerances Form (attached)**

All CH&Co balances remaining at the end of term will automatically be transferred back to parents via CH&Co within two weeks of the end of term. Any queries on remaining balances please contact Sarah.Sullivan@chandcogroup.com.



For additional information including Sample Menu please visit:
<https://www.shorehamvillageschool.net/page/?title=Lunches&pid=30>

Yours sincerely

Mrs Lovatt-Young
Headteacher

