



Dear Parent/Carer

**Catering provision/ school lunch pre-order system – Update letter for Years 8-11 only**

As per the Parent Update letter issued on Thursday, 27<sup>th</sup> August 2020, school will be operating a limited offer/choice of food available at break and lunchtime from September, e.g.:

- **Break Time** - drinks, fruit, yoghurt, brioche, cereal bars
- **Lunch Time** - cold sandwiches, drinks, cookies, fruit pots. Lunch can be purchased as either a meal deal (sandwich, cookie and drink, priced at £2.20) or individual items. Further information regarding the meal deal choice available is included at the end of this letter.

Alternatively, you may prefer your child to bring their own snack and/or packed lunch.

Pupils entitled to Free School Meals will be able to use their daily entitlement **at lunch time only**, to ensure they have the opportunity to receive a meal deal. If your child requires something at break time, they would need to purchase this (using the online payment system) or alternatively bring a snack.

**Due to the Covid-19 situation, we will no longer be able to accept cash payments. It is therefore essential, if you have not already done so, that you register and access the online system, even if your child is entitled to Free School Meals. (This system will be used for other payment items e.g. trips, ties, as well as catering throughout the school year). Please ensure you load sufficient funds onto your child’s account to enable them to purchase from the school cafeteria/ theatre at break and lunch time.**

Please note, from September the school will be trialling a pre-order system for lunches only. The pre-order facility will be available for all pupils, including pupils entitled to Free School Meals. This is to assist with the school’s arrangements for managing pupil safety in the current situation. There is currently a limited menu and this will initially be the same for pre-ordering as for purchases on the day. I would encourage you to use this pre-order system where possible as this will:

- enable pupils to quickly collect their pre-order from a designated collection point, having pre-paid in advance;
- reduce the time pupils spend queuing to purchase their lunch;
- remove the need to use the thumb-print reader when purchasing food/drinks;
- ensure pupils receive their preferred meal choice.

Once logged into the SCOpay system, there will be **2 catering options** available for making payments for food/drink purchases. It is essential to select the correct option when adding funds to your child’s account balance, as it is not possible to switch funds between the 2 options:

<p><b>OPTION 1:</b> <b><u>Cafeteria In-School Purchases</u></b></p>	<p>Payments added to this option will enable purchases to be made at break time and lunch time <b><u>on the day</u></b> from the cafeteria/ theatre. <b>Please ensure you load sufficient funds onto your child’s account to enable them to purchase from the school cafeteria/ theatre at break and lunch time.</b></p>
<p><b>OPTION 2:</b> <b><u>Pre-Ordered Lunches</u></b></p>	<p>Payments added to this option will enable <b><u>lunch time</u></b> orders to be placed in advance, for a specific day(s) and is paid for at the time of order. The options available are limited to meal deals only at the moment. Please note:</p> <ul style="list-style-type: none"> <li>• orders cannot be placed on the day a meal is required</li> <li>• it is possible to change your selection once your order has been placed, up to the evening before required</li> </ul>

If you have already registered for the school's online payment system (SCOpay), you will see the 2 options available once you log into the system. **If you have not already registered you will need to do so.** Please contact the school on 01282 506200 or email [office@btrcc.lancs.sch.uk](mailto:office@btrcc.lancs.sch.uk) if you require any further assistance regarding your online access.

**\*\*\*Please note there is no longer a minimum payment amount that can be credited to your child's account.\*\*\***

### **Catering: Pre-Ordering Facility**

To pre-order via the online system, you will need to ensure you have sufficient funds on the Pre-Ordered Lunches account, and then select the 'Order Meals' option. A list of available order dates will be displayed; dates unavailable for orders will have a cross against them. **Please select dates carefully for the first week of term, due to the staggered Year group intake.** Once a date is selected the meal options will be displayed. Click on the required meal option to select, and confirm your selection by clicking 'OK'. A confirmation will then be provided. If you do not have sufficient funds to complete the purchase a warning message will be displayed advising you it is not feasible to complete the order, and for you to top-up the account balance before completing the process again.

As mentioned previously, initially the menu will be limited to cold food, and meal deals only. We will aim to change the offering once we have trialled the system and process for a few weeks. The meal deal options available for pre-order and also for purchase on the day will initially be as follows:

Meal Deal options, all priced at **£2.20**:

Option A	Ham Salad on white barm cake with a cookie and choice of drink*
Option B	Ham salad on brown barm cake with a cookie and choice of drink*
Option C	Marinated chicken tikka (Halal) with salad on white barm cake with a cookie and choice of drink*
Option D	Marinated chicken tikka (Halal) with salad on brown barm cake with a cookie and choice of drink*
Option E	Chicken Mayo (Halal) with salad on white barm cake with a cookie and choice of drink*
Option F	Chicken Mayo (Halal) with salad on brown barm cake with a cookie and choice of drink*
Option G	Tuna mayo salad on brown barm cake with a cookie and choice of drink*
Option H	Tuna mayo salad on white barm cake with a cookie and choice of drink*
Option I	Cheese and Tomato on white barm cake with a cookie and choice of drink*
Option J	Cheese and Tomato on brown barm cake with a cookie and choice of drink*
Option K	Egg Mayonnaise salad on white barm cake with a cookie and choice of drink*
Option L	Egg Mayonnaise salad on brown barm cake with a cookie and choice of drink*
Option M	Cold crumbed chicken (Halal) and salad wrap with sweet chilli sauce with a cookie and choice of drink*
Option N	Chicken and bacon Caesar pasta salad with a cookie and a drink*

\*Drink choices (made at point of collection):

- Water
- Radnor tropical fizz
- Radnor Fruits of the Forest
- Radnor Apple Fizz

Please contact the school office on 01282 506200 or email [office@btrcc.lancs.sch.uk](mailto:office@btrcc.lancs.sch.uk) if you require any further assistance regarding your online access or further information about the system. **Please note, staff will not be available to answer your queries until Tuesday, 1<sup>st</sup> September (Inset day) at the earliest.**

Yours sincerely



Richard Varey  
Headteacher