



# Beeston Primary School

Town Street, Leeds, LS11 8PN

“Engage, Enjoy, Enrich, Excel”

Tuesday 11<sup>th</sup> July 2023

Dear Parents/Carers,

We are excited to announce that Beeston Primary School will be using SchoolGrid for the ordering and payment of your child's school meals in the new academic year. We are hoping to launch SchoolGrid from Monday 11<sup>th</sup> September, however this date will be confirmed at the start of the Autumn term.

With SchoolGrid, parents/carers can easily order and pay for their child's meals with just a few clicks. To get started, SchoolGrid will send a welcome email that contains instructions on how to activate your account and create your password. This welcome email will arrive from mid-July onwards. Please note that in order for your account to be created your email address will be shared with SchoolGrid. If you would like to register a different email address than the one that is on SchoolMoney currently, please follow the instructions in the text message that will follow from school. You can view SchoolGrid's Privacy Policy on the following link: <https://app.schoolgrid.co.uk/termsfuse/Privacy-Policy.pdf>.

**When you have activated your account, all parents/carers are fully responsible for ensuring that their child's medical dietary requirements, allergies and intolerances are all entered on the system. School cannot accept any responsibility for a child having ingredient(s) if parents/carers have not included this exclusion information on their child's SchoolGrid account. If there is a change in any medical dietary requirement, parents/carers must update their child's SchoolGrid account and, in addition, email the change to [mainoffice@beestonprimary.org](mailto:mainoffice@beestonprimary.org) so that school records are kept up to date. If there are any pupils who have a dietary exclusion for reasons other than medical (e.g. Vegetarian, Vegan, Halal), parents/carers will ensure that a suitable meal choice is selected for their child on the system.**

Orders can be placed on a daily, weekly, monthly or even termly basis. The system will allow orders to be placed in advance, for as long as the menu is already uploaded onto the system for. Same-day orders can also be made up to 8:55am. SchoolGrid offers flexibility to parents/carers so that pupils can have school meals on every day of the week or just on certain days as required.

**If your child is going to be absent and their meal has been pre-ordered, parents/carers must log into SchoolGrid to cancel their child's meal option for the day(s) that the child will be absent for. If any pupil does not have an attendance mark at registration, school reserves the right to remove any pre-ordered meals, prior to the order for that day being placed with the kitchen. Pupils must arrive at school on time in order to have their chosen meal choice.**

Meals are currently charged at £2.20 per day (£11 per week) for Nursery pupils and pupils in Years 3 – 6, unless parents/carers are in receipt of the appropriate benefits. As pupils in Reception – Year 2 are entitled to Universal Free School meals, there is currently no charge for

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school meals within those year groups. If your child's meals are chargeable, there are two options on SchoolGrid: Topping up your child's account by making a card payment or alternatively, by setting up a Direct Debit.

With Direct Debit, SchoolGrid collects the payment on a monthly basis in arrears. Parents/Carers are only charged for the meals that are actually collected at lunchtime, so the Direct Debit amount can vary depending on the amount of meals taken within the period. A statement will be sent to you two weeks prior to the collection, detailing the exact date and the amount to be collected, as well as all the meals included. Please note that pupil's school meal arrears should not exceed £20.

Please note that all existing school meal arrears must be cleared on SchoolMoney by Friday 8<sup>th</sup> September 2023. If your child's SchoolMoney is in credit, we will be in further contact to arrange a refund after Monday 11<sup>th</sup> September. Payments for school meals after Monday 11<sup>th</sup> September 2023 will be via SchoolGrid.

We hope that you find SchoolGrid easy to use and convenient for ordering and paying for your child's school meals. If there are any questions or concerns, please do not hesitate to get in touch. SchoolGrid support can be contacted via email on [support@schoolgrid.co.uk](mailto:support@schoolgrid.co.uk) or by telephone on 01506 300310.

Yours sincerely,

Mrs B Tidey  
Senior Deputy Headteacher