



Cummersdale School

Cummersdale  
Carlisle  
CA2 6BD

19 March 2024

Dear Parents/Carers

### **Re: Pre-ordering of School Meals via SchoolMoney**

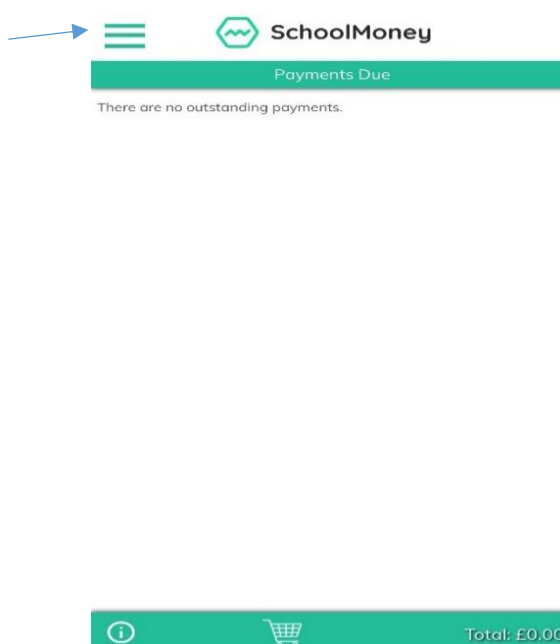
Following our move to the online booking of BSC, ASC and After School Activity Clubs, we are now rolling out the final stage of online bookings via SchoolMoney, commencing Tuesday 16 April 2024. You will no longer receive a paper booking form to pre-book your child's daily meal choices and you will now be required to pre-book via your SchoolMoney account.

Meal choices and payment (where applicable) need to be made in advance, even if you are sending your child with packed lunch from home. This will mean that all bookings must be made by the Wednesday of the week prior to the week the meals are required. This is to ensure we can issue Vicky with the information she requires to place her catering order. If an earlier booking date is required, the school office will contact you to advise the earlier deadline, as this will be necessary for school holiday periods. For example, for meal choices for 16-19 April, bookings must be made by Wednesday 27 March due to school being closed the week before. Please refer to *Appendix 1* for booking deadlines. Where possible, and as with wraparound care bookings, parents are encouraged to make block bookings and booking periods will continue to be released on a half termly basis.

### **Instructions**

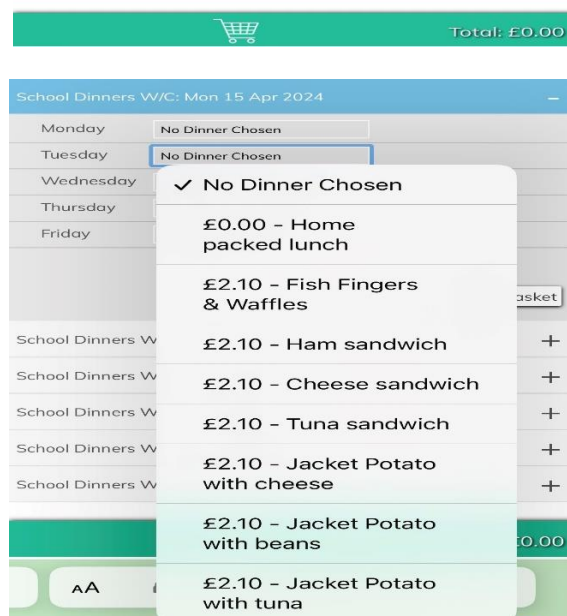
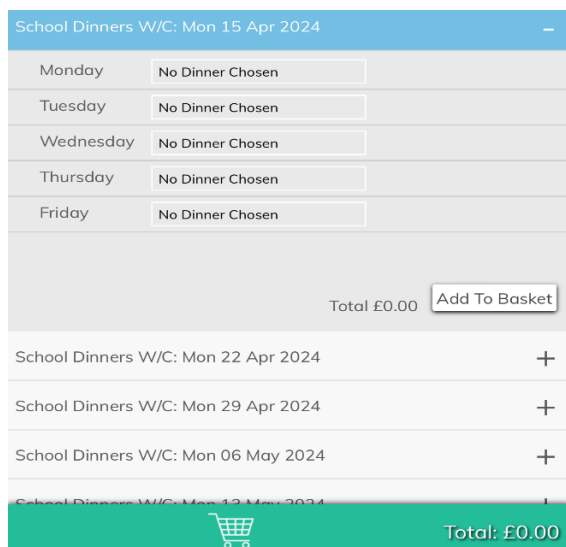
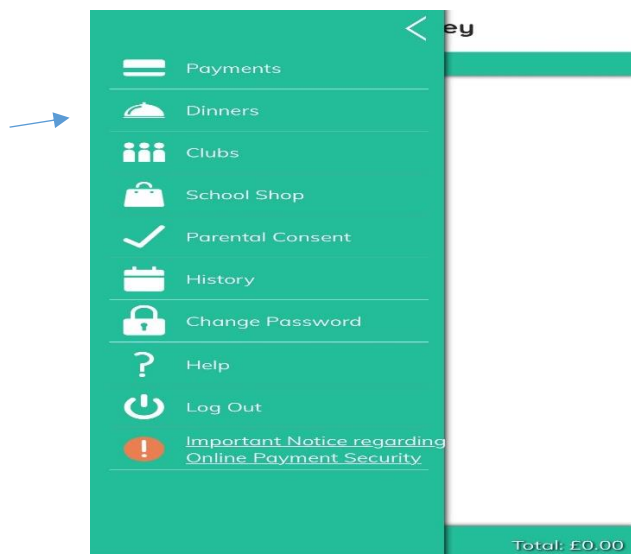
Log into your SchoolMoney account via the website - <https://eduspot.co.uk/> or app (Teachers2Parents) as you would normally. The following illustrations are the view you will see if you are logging in via the website. The view from the app may be slightly different. Then select the ☰ icon in the top left hand corner.

The screenshot shows the SchoolMoney login interface. At the top is the SchoolMoney logo. Below it are four input fields labeled 'Email:', 'Mobile:', 'Password:', and 'Child's First Name:'. A green 'Log In' button is positioned below the fields. At the bottom, there is a red button labeled 'Forgotten Password?'. A cookie notice is displayed above the bottom buttons, stating: 'We use cookies to ensure you get the best experience on our website. For more information, read our [Privacy Policy!](#)'.



Select the 'Dinners' tab on the left hand side. The name of the child and available weeks can then be seen. Next, select the first week you wish to make meal choices for. This will then show you a list of days. By clicking into the 'No Dinner Chosen' box for each day, you can select your choice from the list that appears. Once complete, click the 'Add To Basket' icon. If you have more than one child, please repeat the same steps for the additional child(ren). You can also then book any additional weeks available.

As always, our lunch menus rotate on a 3-week cycle and our full weekly menus can also be found on the school website. All children will continue to select their dessert choice on each day.



You must then click on the basket icon. This will show what you have booked and your 'Total to Pay'. If you pay for your child's meals, click 'Make Payment'. If your child is entitled to Free School Meals or Universal Infant Free School Meals (for children in Reception, Y1 and Y2 only), you will still need to follow the same checkout steps, but you will notice that your 'Total To Pay' amount is £0.00.

You will then receive a pop-up message to confirm your booking has been successful. Please be aware that sometimes there can be a delay in the confirmation screen appearing, please do not try to refresh or go back a page during this time as it may debit your card twice.



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If at this point you wish to make any wraparound care bookings, you can then select the menu icon and add these to your basket. This will allow you to checkout all bookings at the same time.

Please ensure we have your correct contact details, as SchoolMoney will send a confirmation email to you. This email is useful to retain as you will find a record of all the meal choices you have made below the payment receipt. These contact details are also required by the school office to ensure you receive relevant communications.

Please be aware, that if you do not pre-book your child's meal or send a packed lunch, your child will be given a sandwich, and you will be charged the usual fee.

If your child has any specific dietary requirements that we are not already aware of, please let us know. Information regarding allergens will be available in due course.

As always, if you have any issues with your SchoolMoney account or require support, please contact the school office on 01228 592087. Or you can contact SchoolMoney direct on 0207 237 8456.

Kind regards

Gareth Jones  
Headteacher

### **Appendix 1 – Booking Dates**

<b>Week Meals Required</b>	<b>Booking Deadline</b>
16 – 19 April 2024	Wednesday 27 March 2024
22 – 26 April 2024	Wednesday 17 April 2024
29 April – 3 May 2024	Wednesday 24 April 2024
7 – 10 May 2024	Wednesday 1 May 2024
13 – 17 May 2024	Wednesday 8 May 2024
20 – 24 May 2024	Wednesday 15 May 2024
3 – 7 June 2024	Wednesday 22 May 2024
10 – 14 June 2024	Wednesday 5 June 2024
17 – 21 June 2024	Wednesday 12 June 2024
24 – 28 June 2024	Wednesday 19 June 2024
1 – 5 July 2024	Wednesday 26 June 2024
8 – 12 July 2024	Wednesday 3 July 2024
15 – 19 July 2024	Wednesday 10 July 2024