



Fairfield Academy  
Mendip Avenue  
Scarho  
Grimsby  
DN33 3AE

[www.fairfield-academy.co.uk](http://www.fairfield-academy.co.uk)  
Tel: 01472 879301

Principal: Miss Kizzi Matanga

Dear Parent/Carer

### SCHOOL MEAL ORDERING

With effect from September we will be using an online ordering system via Parentpay for **all school meals**. This includes all free school meal and universal free school meal children also.

When we return to school in September, all meals must be **paid for** and **booked** on Parentpay **by 8am each morning**. If you pay for your child's meal the money must be credited to your child's account **in advance** of a meal being ordered. Any meals not booked by 8am means your child will need a packed lunch that day. We will also be unable to amend any orders after 8am for the same day.

We advise that school meals be ordered one week ahead to prevent any meals being missed. You can of course order meals weeks and even a term in advance.

Please ensure you are set up for Parentpay as this will be the only way to order a school meal. All orders will be processed by Chartwell each day and your child will be given a coloured band before they go into the dining room which will indicate your chosen meal. They will not be able to swap for an alternative option so please sit with your child and choose the meals together so they are not disappointed. The menus will be input onto the system by the 1<sup>st</sup> August you to begin to order.

If you need reminding of your Parentpay log in or have any questions, please see the school office.

Yours faithfully

Miss K Matanga  
Principal