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10th July 2015

Dear Parent/Carer

#### ASPENS ONLINE PAYMENT SYSTEM – SCHOOL LUNCHESES

Aspens Services Ltd are the new catering company contracted to provide the school lunch menu from the September term.

We would like to introduce an online ordering system to replace the current paper version. Parents/carers of pupils at Cherry Orchard Primary School will be able to pre-book and pay for school lunches via our online system, or pre book for those entitled to Universal or Free School Meals.

If you have access to the internet you can log on to our site and sign up to your own account, and register your child/children's details.

<http://www.aspens-services.co.uk/schools/pri-cherry-orchard.php>

This link will take you to the Aspen's website where you can register and log in to the online payment system to view the current menu and promotions etc.

Each term will be loaded with the new menu, from which you can review and pre-select meals for the days you choose. Payments are made via PayPal with credit & debit card and PayPal accounts. There is a minimum order to the value of 5 meals when placing online orders, however, if less meals are required please use a manual order form and pay by cash or cheque.

#### **SPECIAL OFFER** – new discount rates for bulk orders

20 Meals for the price of 19

30 Meals for the price of 27

You can make a booking or cancellation right up to 9am on the day. The school will receive a print out of the meals ordered every day so the children can be reminded of what they have ordered when they get to the counter.

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If your child is entitled to the Universal Free school meals in Key Stage 1, or Free School meals in Key Stage 2, please register them accordingly if you wish to place an online order. Your account will be credited with the correct number of meals each term, and you can pre-order your child's meals as normal.

At present we will continue to take cash for school lunches but would prefer families to choose one method of payment, either on line or cash to the school. If you have any queries about this system, you can find instructions to download from the link above.

The September menu will be available to access and place orders from 1<sup>ST</sup> September 2015

If you have any questions with regards to this new system, please do not hesitate to contact me on

[amanda.ashmore@aspens-services.co.uk](mailto:amanda.ashmore@aspens-services.co.uk)

**Amanda Ashmore**  
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