26th November 2020

Dear Parent/Carer of students in Year 7

Change in Lunch Arrangements for Year 7

As from week commencing 30th November, Year 7 will have access to the cafeteria in school where they can purchase hot food. Students are able to purchase a 2 item meal deal for £2.20 which will include one hot main item (eg chicken burger, quarter pounder) and a side item (eg dessert or bottle of water). The menu is subject to change and availability. Sandwiches and pasta salad items will also available.

In order for this arrangement to work seamlessly, we would welcome your assistance in the following areas:

- Please ensure your child's ParentPay account is topped up and is in credit. Each meal deal costs £2.20 per day. Single purchase items are not available for purchase. Unfortunately, if your child has no credit on their account we may have to refuse them entry.
- If you have not downloaded the MYED App please do so and you can access ParentPay directly from the App.
- Please advise your child that they MUST NOT touch items that they are not going to purchase.
- Students must only enter the cafeteria if they are going to purchase their lunch. If your child has a packed lunch they will have access to their usual outdoor area.

If you have any questions or queries, please do not hesitate to get in touch.
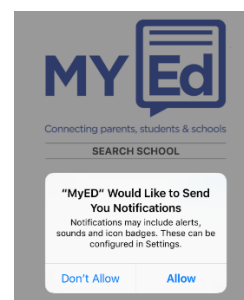
Kind regards

Yours sincerely

Mr A McHale
Senior Assistant Head Teacher

The MyEd app is available in both the Apple App Store and Google Play Store as a free download. Go to either of the stores and search for **MyEd.** You should find an app with the following logo from a provider called Results Squared Ltd.

Once downloaded, open the MyEd app. You may see the following screen:

By selecting Allow, it will allow the school to contact you via the app and vice versa. To get the full functionality of the app we recommend that you allow notifications however this is a personal choice for yourself.

You are then prompted to enter the school's post code. This is **NE38 8AF**. Select "**St Robert of Newminster Roman Catholic**…"

Enter your full name, mobile number and email address. Select "**Link Account**". You will receive a security code via SMS. Enter this into the "**Security Code**" box. Select "**Create Account**".
The MyEd app is now ready to use.

ParentPay

In an attempt to make payment for school meals, trips, clubs, etc. more convenient, we have introduced an online system, using a secure service called ParentPay.

ParentPay provides you with a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure for future logins.

If you already have a ParentPay account with another ParentPay school, you can simply log in to that account and add your other children via the *Add a child* tab on your home page.

You will need an activation username and password to do this which will be sent to prior to your child starting in September. If you have two or more children at the school, you only need to activate one account to create your 'main account' and then add your other children via the *Add a child* tab on your home page.

Once you are in receipt of the activation username and password, please visit www.parentpay.com and activate your account via the *Account login* area on the home page of the site.

ParentPay holds an electronic record of your payments to view at a later date. Once you have activated your account you can make online payments straight away.

It is important to note that card details are not stored or retained on the system, nor or they accessible by the school or ParentPay