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Headteacher: Miss Cathy Shephard

Dear Parents & Guardians,

Monday 23rd March 2026

IMPORTANT INFORMATION - Changes to how school meals are ordered and paid for

After the Easter break, we are changing how school meals are ordered and paid for.

The children will no longer order lunches in class and instead, you and your child will make choices and **order at home** through SwiftKitchen, either via a browser or through their app.

This puts autonomy into your hands and removes meals ordered by children in error. You can order one meal at a time, a week or even an entire term! Menus have been uploaded into SwiftKitchen; special diet menus will be added shortly, if your child has one in place.

[Click here to see a short video](#) tutorial which best explains how SwiftKitchen works. Your child will bring home a piece of paper today, containing their 'SwiftKitchen Key', which you will need to set up your child/ren's account(s).

Payment

Payment for meals is made when you order – you can either pay by card or set up a direct debit.

Please note however, that accounts will need to be kept in credit as you will not be able to order meals otherwise. Infant meals remain free, as do meals for children who qualify for free school meals.

Absence from school

If your child is absent from school, you will need to remember to cancel their meal otherwise you will be charged for that meal. As you are paying SwiftKitchen and not the school, we will not be able to refund this amount to you.

Bedding in period

We understand that it will take a couple of weeks to get used to the new system so please be assured that we will feed any children whose parents have forgotten to order before school, providing there is credit on their account. Please note however, that **from Tuesday 5th May, meals will be cooked to order** and if you've forgotten to place your order, you will be asked to bring in a packed lunch from home.

We will send home an email reminder every Sunday from 12th April to 3rd May to prompt you to order for the week.

Scopay lunch balances

The lunch element of Scopay will close on Friday 27th March. **Please ensure any outstanding lunch balances are settled** by Thursday 26th March. Any credit balances will be moved 'onto account' in Scopay and you will be able to use this credit towards school trips, clubs and so on.

Please don't hesitate to contact the school office if you have any questions.

Kind regards

Miss C. Shephard
Headteacher

Together we belong, together we grow, together we achieve