

Wednesday 16<sup>th</sup> February 2022

Dear Parents/ Carers

### **New Breakfast Club Scheme**

Maltby Manor Academy is now working in partnership the 'National School Breakfast Programme'. From Monday 28<sup>th</sup> February we will be running three different options for Breakfast Club. Please see below the options available to your child(ren):-

**Option 1** – Traditional Breakfast club – 8am – 8.45am this will be held in 'The Hub' (Portacabin) and will be chargeable at £2 per day and **must be booked by 3pm Thursday** for the following week. This is available to pupils in Reception to Year 6.

**Option 2** – Traditional Breakfast club (FSM) – 8am – 8.45am this will be held in 'The Hub' and will be chargeable at £1 per day and is only eligible for pupils who are entitled to Free School Meals (FSM) and **must be booked by 3pm Thursday** for the following week. This is available to pupils in Reception to Year 6.

**Option 3** – Grab a bagel (FSM) – From 8.30am each day your child will be able to pick up a bagel for breakfast, this is free of charge and is only available to pupils eligible for Free School Meals. Bagels will be collected from 'The Hub'. Bagels **must be booked by 3pm Thursday** for the following week. Please note there is no childcare included in this option.

If you would like to book Breakfast Club or grab a bagel for your child please do this via ParentPay, bookings can be made from today for week commencing 28.02.2022. Below are the instructions on how to do this. **Please be aware if your child is not pre-booked onto breakfast club or grab a bagel they will not be able to attend or collect a bagel.** This is to ensure we have the correct staffing and to also cook the correct amount of food. If you cannot see Breakfast Club on your ParentPay please contact the school office and they can add this to your booking system.

If you believe your child may be eligible for Free School Meals please follow this link to complete the online form - [Apply for free school meals – Rotherham Metropolitan Borough Council](#) or call into the office to pick a form up.

Any questions please don't hesitate to contact the school office.

Kind Regards

Mrs L Thompson  
Business/ Finance Manager



## Making bookings

1. Go to [www.parentpay.com](http://www.parentpay.com) and log in
2. Select the child to make bookings for
3. Select **Bookings > Make or view bookings**
4. Select the time of day that you wish to make a booking for
5. Select the week to view
6. Select **Make or view bookings**

To book, please select from the options below and then select 'Make or view bookings.'

Make bookings for: Lunch time

Week commencing: 4 Jun 2018

[Make or view bookings](#)

- Home >
- Child's page >
- Child profile +
- Bookings -
- Make or view bookings >
- Unpaid bookings >
- View menus and choices >

You will then be presented with a booking screen. Schools can opt for varying functionality, so you will see one of the following formats:

- Booking only: Book a meal or event for a specific day. No menu shown.

Lunch time selection

PLEASE NOTE: When confirming your booking, if the Payment due value is not £0.00, you will need to credit the account within 2 hours. Failure to do so will result in your booking being cancelled. This will in no way affect free school meal bookings as these are always considered as zero cost.

Week commencing 18th Jan 2016

Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan
Book a meal	Book a meal	Book a meal	Book a meal	Book a meal
Clear day				

7. Make the required bookings
8. A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red

Oliver Hillier's Lunch time	
Bookings added	5
Bookings cancelled	0
Cost of new bookings	£10.50
Unpaid bookings	£0.20
Payment due	£10.70
Cancel	<a href="#">Confirm bookings</a>

**WARNING:** Any bookings must be confirmed and (if required) paid for within 2 hours of selecting them. Failure to do so will result in the bookings being automatically cancelled.

9. Review the booking summary, and select **Confirm booking**.
10. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by card or Visa Checkout by selecting the appropriate option

Basket		Order summary	
Item	Total cost	Items:	£10.70
Oliver - School meal bookings - Green Meadows	£10.70	Total:	£10.70
		<b>Pay by Parent Account credit:</b>	<b>£-0.00</b>
		<b>Amount to pay:</b>	<b>£10.70</b>
Pay by			
<a href="#">VISA Checkout</a>   <a href="#">Other payment method</a>			
<a href="#">Continue shopping</a>			

