

KON/cmg
16 September 2022

Dear Parents and Carers

We are delighted to confirm that our new canteen will be opening in the week beginning 19 September 2022. In order to prepare your child to use this new social and dining space, we are sharing some important information with you below; **some of the items do have actions for you to complete by Tuesday 20 September.**

1. Menus

Initially, each week, the Mid-Morning Break and Lunchtime menus will be shared with you through Insight. The menus, nutritional and allergens information, together with prices for all food items, will also be available on our school website under 'Our Academy' 'Y6 – 11 School Meals'. There are meal deals which include either a main meal and dessert, traybake or fruit, **or** sandwich, cake or fruit. These will cost £2.30 until the October half term but will increase to £2.40 thereafter.

2. Payment Systems

The canteen operates a 'cashless catering' system for children to buy food and drinks whereby either you or your child can upload money into an online payment system called Scopay which then allows your child to buy items in the canteen using their fingerprint to register payment at the till.

For more information about our online payment system (Scopay), please click here:

<https://kingsoakacademy.clf.uk/our-academy/online-payments/>

For children in Year 6, this is the first time that they will have used this form of food collection and payment system so they will be able to use the canteen from **Wednesday 21 September**, therefore we will set up their biometric fingerprint accounts on Tuesday 20 September. **So that we can collect and store your child's fingerprint on our school database, please make sure that you complete the attached consent form [\(CLICK HERE\)](#) by Monday 19 September.**

The majority of children in Year 7-11 have already completed their biometric fingerprint scanning for this system, however, if your child has not gone through this process, they will be invited to complete this on **Tuesday 20 September.**

3. Free School Meals

Children who receive free school meals receive an automatic daily amount of £2.40 to spend at mid-morning break **or** lunchtime. However, if you would like to 'top-up' your child's account so that they have slightly extra money to spend, you can do this on Scopay as well.

4. Opening Dates

To ensure that the canteen opens smoothly and efficiently for both our children and catering staff, we have staggered the opening dates as follows:

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PRINCIPAL: MISS K OGDEN | CEO: MR STEVE TAYLOR | BROOK ROAD, KINGSWOOD, BRISTOL BS15 4JT
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Monday 19 Sept	Academy Closed – Bank Holiday
Tuesday 20 Sept	<ul style="list-style-type: none"> • Completion of staff and student biometric fingerprint scanning • Year 6-8 children shown into the dining space and queuing systems explained. • All year groups will continue with our pre-order and collect lunchtime service (ordering link below)
Wednesday 21 Sept	<ul style="list-style-type: none"> • Canteen is open for mid-morning break service (all year groups) • Canteen is open for lunchtime service (Year 6-8 only) • Year 9-11 lunch will continue with our pre-ordering and collection service (ordering link below)
Thursday 22 Sept	<ul style="list-style-type: none"> • Canteen is open for mid-morning break and lunchtime service for all year groups.
Friday 23 Sept	<ul style="list-style-type: none"> • Canteen is open for mid-morning break and lunchtime service for all year groups.

*Please [click link](#) to access our pre-ordered lunchtime form for Tuesday 20 and Wednesday 21 September. In a few weeks, we will also be holding a celebration event to formally open our new canteen. We will share more information with you about this event soon.

Thank you for your support and patience throughout the building process. I hope that your child will enjoy being able to use our new social/dining space next week!

Kind regards,



Katherine Ogden
Principal

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