



Bishop Wordsworth's School

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18 September 2020

Dear Parents / Guardians

Revised Catering Arrangements from Monday 21 September

The software and procedures that we introduced at the beginning of term for booking and paying for school meals are more cumbersome and less reliable than we had hoped. We have heard of parents struggling to place orders easily and we have found that the summary reports are not providing the information that the School staff need. As a result, starting on Monday 21 September, we will be reverting to the cashless catering system on Wisepay that was in use before the lockdown but using it in a different format so that year groups do not mix.

There will be a weekly rota in which each pupil will be able to take a hot meal twice and a packed meal on the three other days. For Years 7-11, hot meals will be consumed in the Dining Room whereas Years 12 and 13 will collect a hot meal in a foil container and take it to their respective common room. Packed meals will be collected from specific locations around the School site.

	Monday	Tuesday	Wednesday	Thursday	Friday
1pm hot meal in Dining Room	7	8	7	8	9
1.15pm hot meal in Dining Room	11	10	9	10	11
Sixth Form tutor groups collect hot meal at 1pm (eat in common room)	J	M	O	P	W
Sixth Form tutor groups collect hot meal at 1.15pm (eat in common room)	P	W	J	M	O
Packed meal collection DT Yard	10	11	10 (@1pm) 11 (@1.15pm)	11	10
Packed meal collection Sixth Form Block entrance	9 (@1pm) 12 & 13 (@1.15pm)	7 (@1pm) 12 & 13 (@1.15pm)	12 & 13	7 (@1pm) 12 & 13 (@1.15pm)	7 (@1pm) 12 & 13 (@1.15pm)
Packed meal collection adjacent to Drama Room	8	9	8	9	8

The cost for all meals will be fixed at £2.75 with drinks available at varying prices from 60p to £1.20. The fixed price is likely to change once we are able to introduce more flexible menu choices. There will be no requirement to pre-book the lunches during the previous week. Please check your cashless catering balance

on WisePay and top it up if necessary to ensure that there are sufficient funds for your child to purchase meals. The balance will be displayed at the top of the page when you log in.

The thumb-print machines used in the past for authorising payment will not be used. Instead, pupils are to give their name to the Catering Staff who will confirm their identity from the photograph held by the School system and charge the account appropriately.

On hot meals days, pupils will be able to choose a piece of cake and a piece of fruit. On packed meal days, there will be a choice of sandwich filling, a packet of crisps or a piece of cake, a piece of fruit and a snack bar.

Pupils in receipt of free school meals simply need to present themselves at the till; their entitlement to the free meal will be acknowledged within the catering system and nothing further will be required at the time.

For those new to cashless catering (mostly year 7), the facility is accessed through your son's/daughter's Insight account; select 'WisePay Finance Portal' then select the 'Food and Drinks Payments' tab. Any amount of money can be paid into the account (to 'top it up') and expenditure on food and drink is deducted at the point of service.

Pupils are of course free to continue to bring their own lunches from home.

Breakfasts

From Monday 21st September, we are also introducing a Breakfast Grab-n-Go facility. Details are:

Time:	Daily; 9.00 – 9.30
Choices:	Porridge pot (various flavours) Bacon roll Pain au chocolat Plain croissant Waffle
Cost	£1 – through the cashless catering system
Location	“Grab-n-go” from the Dining Hall, to be consumed in the Year Group’s specified break-out area
Free School Meals	Pupils in receipt of free school meals will be acknowledged automatically through the cashless catering system

Allergens

The weekly menu, which includes allergen information, can be found on the School’s website here: <https://www.bishopwordsworths.org.uk/main-school/school-information-and-governance/weekly-lunch-menu/>.

Yours faithfully



Barry Smith
Bursar