



# Friars Primary School & Nursery

Part of the Portico Academy Trust

CEO - Mrs C. Woolf

Principal - Mr C. McClay

Vice Principal – Mr S.Roche

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PORTICO  
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opening doors, unlocking potential

Tuesday 13<sup>th</sup> October 2020

Dear Parents/Carers of Reception, Year 1 and Year 2 children,

Thank you to everyone who has managed to order meals through the Wisepay website or app. Meals for children in Reception, Year 1 and Year 2 **must now be ordered through Wisepay**. Your child is still entitled to a Universal Infant Free School Meal. For your child, Wisepay is simply for ordering. You will be able to book up to two weeks of meals at once, or book their meals daily if this works best for you. Please be aware that, once booked, meals cannot be changed.

The Wisepay web link can be found at the bottom of the school website's homepage [www.friars.southend.sch.uk](http://www.friars.southend.sch.uk). Alternatively you might prefer to download the Wisepay app if you have a smartphone or tablet. If you do use the app, the organisation code is 98376369. Your login details were attached to an earlier letter that came home at the start of the month.

**Meals must be ordered no later than 8:00am on the day the meal is required.**

If you have other children in the school in Nursery or in Years 3, 4, 5 or 6, we will ask you to order/pay for these meals from Tuesday 3<sup>rd</sup> November, after the half term holiday.

Moving forward we will be using Wisepay for other things, like swimming contributions and educational visit payments. If you are a parent of a child who is always packed lunches, please still explore the Wisepay website or app as you will need to use Wisepay at some point in the future.

If you do not have access to the Internet, a laptop is located in the school office foyer for you to use. Please only make use of this if you do not have Internet access. The school office can be accessed between 9:00am and 2:45pm each day.

Please check SchoolPing for any future updates.

If you have any questions or problems do email or call the school office.

Yours sincerely,

*C. McClay*

*S. Roche*

Mr. C. McClay  
Principal

Mr. S. Roche  
Vice-Principal