



**Billingshurst Primary School**  
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Wednesday 6th September 2023

Dear parents and carers,

We look forward to welcoming your children tomorrow and helping them settle into school.

As ever, a new year and new systems for school can present challenges. Due to some technical issues, it has taken until today to set up the system so that you can use Parent Pay and order lunches from Chartwells. This is now up and running so you can order lunches for your children moving forward. We apologise for the delay in resolving this and can assure you changes have been made so this does not happen again.

The next deadline for ordering lunches for your children will be **23:59pm on Thursday 7th September** for meals two weeks into the future.

In the meantime, we have arranged for a hot lunch to be provided for all children. This is likely to be a jacket potato or a similar from Chartwell's reserve menu. We wanted to let you know in case your child may prefer a packed lunch for this first two weeks.

If you have any issues setting up ParentPay or ordering, please let us know and we will do our best to help you.

Kind regards,

David Timmins  
Deputy Headteacher

