

Coagh Primary School

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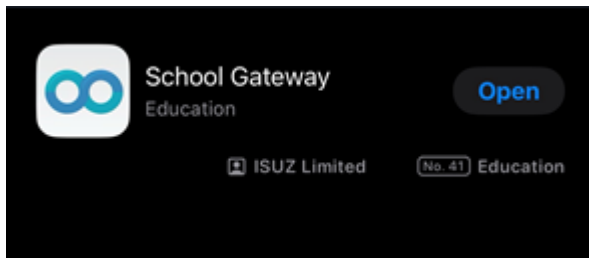
Website: www.coaghprimaryschool.com



Principal: Mr I Bayne B.Ed. (Hons), PQH (NI)

Dinner Bookings – Letter Dated 29th August 2024

We will continue to use our Online Payment App to take school dinner bookings/payments on a weekly basis beginning Monday 2nd September 2024.



To book school dinners and make payments please open the School Gateway App on your phone or login on your web browser from any device at www.schoolgateway.co.uk using the email address and PIN that you use on the App.



Please only book for one week at a time and please make the bookings before Monday morning for the week.

Please select 'Dinners' on the homepage of the App then make the bookings that your child requires. Once you click 'book' then complete payment by clicking on 'Make a Payment' and 'Adding to Basket'.

On the App/Website the dinner menu will be available for each day so please select the 'choice' that your child would like for each day they are having dinner. Teachers will continue to ask in the morning which 'choice' each child would like when we confirm dinner numbers etc.

To continue with the smooth implementation of the online payment for school dinners we are asking that you complete one of the 'paper copy' booking forms attached to this letter and return it to your child's teacher at the start of each week indicating which days your child is having dinners.

Pupils in receipt of 'Free School Meals'

There is no need for pupils who are in receipt of 'Free School Meals' to book/pay for dinners via the online App. However, we would ask that all pupils especially those in the younger classes continue to bring a completed copy of the 'paper booking form' each Monday morning as they really helps with numbers for dinners. If these are not completed, then it takes a great deal of time to ask each pupil to check their schoolbag or lunchbox to see if they are having dinners on a particular day as many don't remember which day they are due to take dinners.

If you are having issues with the online payment/booking system, please email ibayne452@c2kni.net or jgates785@c2kni.net

Yours sincerely,

Mr I. Bayne

Dinner Booking Form (Please return one of these each week to your child's teacher)

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|---|--------------------------|--|--------------------------|--|
| Name of Pupil: _____ Class: _____ | | Week Beginning- Monday _____ | | |
| <i>Please 'tick' the payment method you are using for this week</i> | | | | |
| Paid via App/Online <input type="checkbox"/> | | Free School Meals <input type="checkbox"/> | | Cash/Cheque enclosed. <input type="checkbox"/> |
| <i>Please 'tick' the days your child is having dinner this week</i> | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|--------------------------|--|--------------------------|--|
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| Monday | Tuesday | Wednesday | Thursday | Friday |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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