



YSGOL YR ESGOB  
CHURCH IN WALES VA SCHOOL  
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Mrs E O'Neill BSC/QTS (Hons), N.P.Q.H.  
Respect, respond, be brave, rejoice!  
Pardwch, ymatebwch, byddwch ddwr, llawenhewch!

16<sup>th</sup> January 2024

Dear Parents/Guardians

### Newydd Cypad Meal Manager Dinner Ordering System

**From Monday 29<sup>th</sup> January, we will be moving over to Cypad Meal Manager within the School Gateway App to order your child's school meal.**

The Cypad Meal Manager System allows parents/guardians to pre-order and pay for their child's meals at home – up to 3 weeks in advance.

If parents/guardians miss the cut off 8.00am on the day to order their child's meal, pupils can still order in class in the morning.

Allergens and diet choices are stored and Parents/Guardians/Pupils will be unable to order any meals with the allergens. (Newydd must be notified by the parent/guardian by completing a form that is held at school).

Please find attached a **Parent Guide** to help you navigate the new system, alternatively, log into your School Gateway Account online, select 'help' at the top right of the screen, School Gateway Guides/School Gateway Meal Manager Guide, then select the link to the pdf. (This may not be available until we go live on the 26<sup>th</sup> January).

The current payment option on your School Gateway App will close on **Wednesday 24<sup>th</sup> January** (Pupils in year 5 & 6 only) as all other pupils in Reception to Year 4 are on free meals. **You will not be able to make payments in this way so please can you kindly bring your account balance to zero as soon as possible to minimise the amount of balance transfers we will have to make to the new system.**

We expect the new system to be live on **Friday 26<sup>th</sup> January** so you can have a look at the new booking system over the weekend and start making your selections, we will confirm this out in an email/text on the Friday.

Kind regards.

Yours sincerely

**Mrs Emma O'Neill**

**Acting Headteacher**

Enc.

