



Stamford Green

Primary School and Nursery



10 September 2026

Dear Parent/Carer,

School Lunch Reminders

Please ensure that you book your child's lunch on Scopay before 8.30am on the day of the meal, this applies even if your child receives free school meals. If you have any problems accessing your child's Scopay account, please let the school office know as soon as possible by emailing parents@stamford-green.surrey.sch.uk.

School Meal Ordering FAQs

How do I book and choose a meal?

The menu is available to view on the school website [here](#). The booking system is accessible via the home page of the school website [here](#). Once you have booked a meal, children will be able to choose from the daily options at the point of service, supported by staff as necessary.

How do I order a special diet meal?

The school keeps a record of allergies and special diets. Please ensure that we are made aware of any changes by emailing parents@stamford-green.surrey.sch.uk. Children with special dietary requirements are identified by coloured lanyards, which are given out by their class teacher just before lunch. The children are also supported to choose an appropriate meal at the point of service by a member of staff. Allergens are clearly identified on the menus for your information.

How far in advance can I book meals?

Meals can be ordered for the duration of the menu which currently runs to the end of the Autumn term. You can order meals up until 8.30am on the day of the meal.

What happens if my child is on a school trip?

If you have ordered a meal and your child is going on a school trip, your child will receive a packed lunch to take on the trip. Please place orders well in advance of the trip to ensure your child's packed lunch is ready.

What do I do if my child is ill?

Please cancel the booking through Scopay before 8.30am and you will not be charged. We will endeavour to cancel the meal if your child is not present during registration, however, this cannot be guaranteed.

Is my child entitled to free school lunches?

If your child is in Reception, Y1 or Y2 they will receive Universal Infant Free School Meals. If your child is in Nursery, Y3, Y4, Y5 or Y6 you will need to pay for their lunch before ordering unless the school receives Pupil Premium Funding for your child. If you have not uploaded your National Insurance Number to Arbor, please do so in order for us to check whether you are eligible for Pupil Premium.

How do I order meals if my child is entitled to free school meals?

Free school meals are ordered in the same way as paid for meals, except you do not need to add funds to place an order. You will still need to click 'confirm' when you have chosen the meals required. Please make sure that you cancel any meals that are not required, for example, if your child is ill, or brings in a packed lunch, as the school is charged for all free meals ordered.

Kind regards,



Mrs Joanna Lee
School Business Leader