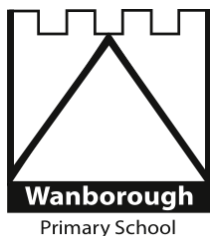


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1st February 2018

Dear Parents

IMPORTANT CHANGES TO SCHOOL MEALS

As mentioned in our previous newsletter, we are writing to confirm that after February half term we will have a new menu. Our new Catering Manager, Sarah Nail, is keen to offer the children more choice together with access to new recipes, fresh locally sourced ingredients and a well-balanced healthy lunch. A copy of our new menu is attached.

You will see that we now have a vegetarian option every day which has replaced jacket potatoes. We have also introduced a 'Grab and Go' option which is more of a packed lunch option for those children who don't enjoy a hot meal at lunchtime. The 'Grab and Go' option consists of a sandwich with a choice of fillings, a freshly prepared fruit bag, a jelly pot plus a either low calorie crisps, snack bar, drink (a maximum of 4 items).

Another exciting change we would like to announce to parents is that we are getting rid of the chore of completing hot meal order forms with immediate effect. Instead, from Monday 5th February parents will be able to log on to ParentPay and order their child's meals online. There are a few important points we would like to make you aware of:

- When you log in to ParentPay, click on the 'Booking' option on the left hand side. Then click on 'Make/View Bookings'. You can then start to select the days you would like meals and your choices.
- The cut off for ordering meals/changing meal choices is **midnight on the Thursday** of the week before the meal is required. This is a deadline set by ParentPay and the office will have no flexibility to add late orders or make changes, therefore if a lunch hasn't been ordered your child will require a packed lunch. Likewise, if you have ordered a meal and your child arrives at school with a packed lunch the meal will still be charged for.
- Once a meal has been ordered you have 2 hours to ensure there are sufficient funds in your account to cover the cost of that meal, otherwise the meal will automatically be cancelled. If, for example, you have £10 in your account but order £20 worth of meals, once the £10 has been used up the meals will start being cancelled one by one until more funds are added.

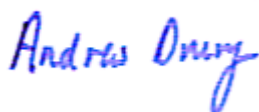


- All patterns currently set up for children (i.e. those children who have a normal hot meal every day) will be cancelled and therefore even if your child has always had a hot meal every day you will need to go on line and order meals.
- You can order week by week or term by term. The menu will change at the end of each full term and you will be notified when the menu has been updated.
- If your child is absent due to a trip or illness etc. we will automatically cancel these meals for you.
- If you do not have access to, or struggle to use, the new online system you can use the attached NEW hot dinner order form temporarily (also available on our website or from the school office).

If you have any problems at all with the new ordering system please do not hesitate to contact the school office.

In the meantime, we hope your child/ren will look forward to trying out some of the tasty new meals. Please visit our tasting session in the school hall on Monday 5th February at 3pm where we will have a sample of hot meals, puddings and grab and go options and Ms Nail will be on hand to answer any questions you may have.

Yours Sincerely



Andrew Drury
Headteacher

