



16 November 2020

Dear Parent,

As the term continues, we are reviewing the systems that are in place.

One area that I am looking at is the system for ordering lunches. Currently, Learning Behaviour Managers or Heads of Year visit each class and verbally take orders from the students; the information is then passed to the Catering department.

Unfortunately, this has led to some inaccuracies with orders and in some cases, orders not being placed at all.

Going forwards, a Microsoft Forms will be sent to you by text a week in advance for you to complete if your youngster requires a lunch. The menu options will be part of the form and you will be asked to select your youngster's lunch options for the following week.

The form will be sent on a Monday morning and you will have up until the following Sunday at 3pm to complete it. Reminders will be sent out during the week and you must ensure that there are enough funds on your youngster's account for the week ahead. Insufficient funds may result in your order not being processed.

If your youngster is absent from school, please inform school that a meal has been ordered when you ring to report their absence. Failure to do so will result in the meal still being charged for.

I am aiming to send the first text with the Microsoft Forms attached on Monday 23rd November which means you will have until Sunday 29th November to complete it and order your youngsters lunches for the week beginning 30th November.

If we do not receive a form from you each Sunday, we will assume that your child does not require a school lunch for the week following.

Yours faithfully

Zoe House
Headteacher