



27th January 2022

Urgent Reminder

Dear Parent/Carer,

Please be aware that it is **YOUR** responsibility to order your child's meals and this must be done prior to the start of the school week – the cut off day is Sunday. If you do not order your child's meals they will only be given a cheese sandwich. Meals **can be ordered in advance** so you may find it easier to order meals in blocks i.e. up to the end of a term. Obviously we know that this is not always possible if you pay for your child's meals.

To avoid confusion and to help the kitchen with their ordering you cannot select to have a meal on some days and send a packed lunch on other days. Meals must be ordered for a full week.

Finally, please make sure when adding meals to your basket that you are processing this and clicking the yes button that pops up. If you have any queries or difficulties with the system please contact the school office so we can resolve the issue.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'J Kinch'.

Miss J Kinch
Headteacher