

## **Lunch Ordering Procedure**

All parents with children in KS1 or receive free school meals must order lunches for the whole half-term.

All parents of children in KS2 (that do not receive a free school meal) please order lunches for the whole half-term if possible. However, you may order weekly but must meet the deadlines below. This is to assist with catering orders and is the preferred approach.

<b><u>Menu for week beginning</u></b>	<b><u>Reminder on the newsletter</u></b>	<b><u>Deadline</u></b>
<b>Monday</b>	<b>Friday</b>	<b>Monday before midday</b>
3 <sup>rd</sup> January	3 <sup>rd</sup> December	13 <sup>th</sup> December
10 <sup>th</sup> January	10 <sup>th</sup> December	13 <sup>th</sup> December
17 <sup>th</sup> January	10 <sup>th</sup> December	13 <sup>th</sup> December
24 <sup>th</sup> January	7 <sup>th</sup> January	10 <sup>th</sup> January
31 <sup>st</sup> January	14 <sup>th</sup> January	17 <sup>th</sup> January
7 <sup>th</sup> February	21 <sup>st</sup> January	24 <sup>th</sup> January
<b><u>March &amp; April choices will be released towards the end of Spring 1 term</u></b>		

The weekly deadlines will appear on the newsletter.

### **Order process**

Weekly orders for the kitchen will be printed on Monday at midday. Orders will not be printed again for that week. If you order after the deadline date the kitchen will not receive your child's order. The kitchen will place their order to distributors on Tuesday. It is vital you meet the deadline.

If your child brings a packed lunch to school but you have ordered a school lunch for that day, your child's packed lunch will be sent home. Food has already been purchased and started to be prepared for that day.

If you want to cancel a school lunch that you have ordered in the future then you must notify the office by email. We can then remove the orders and inform the kitchen. Please provide two weeks' notice.

### **Theme Days**

We encourage all children including those that do not ordinarily have a school lunch to order on special theme days.

### Spring 1 theme days:

Date	Theme	Deadline (Midday)
Thursday 20 <sup>th</sup> January	Step into January	Monday 13 <sup>th</sup> December
Friday 11 <sup>th</sup> February	Valentine's Day	Monday 24 <sup>th</sup> January

On Monday 13<sup>th</sup> December at midday **all** orders will be printed and handed to the kitchen. Orders for week commencing 3<sup>rd</sup> January, 10<sup>th</sup> January and 17<sup>th</sup> January will not be downloaded and printed again. The kitchen will be ordering for those weeks on Tuesday 14<sup>th</sup> December.

#### How to order:

Log onto school spider, this can be done on the app or on a desktop/laptop. You can access your school spider account on your laptop/desktop by opening our website, scrolling down on the homepage and clicking parent log in.

Select payments, school lunches, click the dates 4<sup>th</sup> January to 11<sup>th</sup> February, click next and make your choices for each day. Once you have submitted these choices (by checking out) you will not need to order lunches again until the end of the spring 1 half-term.

#### Good practice

Write on your diary/calendar the days you have ordered lunches this way you do not need to look back on previous orders.

Have the 3 week rolling menu to hand (this was handed out last week & is attached to this same email)

Thank you for reading our lunch ordering procedure. Please contact the office if you are having any difficulties.