



Bridlewood Primary School  
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*A place for learning, caring, sharing and growing together.*

3<sup>rd</sup> December 2018

Dear parent,

Please may we remind parents that they must book their child's meal via parentpay the week prior to consumption. The kitchen is provided with meal numbers on Friday morning, so they can order provisions for the following week. Unfortunately, despite weekly reminders, there are additional meals requested on Friday and Monday mornings for the following week. This puts further pressure on the kitchen staff who are already working under tight budget constraints. With this in mind, we insist without exception, that if you have missed the midnight deadline on Thursday to order your meals, then you must provide a packed lunch for your child for the following week. We are introducing this with immediate effect.

Meals can be ordered for the whole four-week period each time a new menu is published.

When ordering please ensure that sufficient funds are credited to your account to cover any outstanding money owed, meals yet to be taken, and meals ordered.

Please see below our notice on the school website for our meal bookings.

Kind Regards

Mrs Bartlett  
School Business Manager

### Meal Booking Notice

Please note school meals can only be ordered and paid for through ParentPay. The school office is unable to accept menu orders directly.

The kitchen can only prepare enough meals for the children that have lunch ordered. If your child does ask for a meal at lunchtime, which has not been ordered for them, the kitchen staff will provide them with a sandwich. You will still be charged for this if you pay for your meals. We do remind parents every week that they must order meals for the following week to ensure their child has a meal booked.

Please may we remind you that it is the parent's responsibility to ensure their child has the food they like and not the school's. Continually non booking of meals is causing distress to the children involved, which no-one likes to see. As a school we want your children to be happy here and would appreciate your co-operation in this matter.

All meal booking is now made via our parentpay system (please click on link provided).

Meals must be booked by midnight Thursday for the following week's lunches, irrespective if you pay for meals or not. Term- time only.



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