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**Head of Learning: Ms Rebecca Jackson BEd Hons, MA Ed, NPQH**

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Dear Parents/Carers

### **Information Update re Lunches**

Following a recent meeting with Chartwells, the school meal providers, I would like to pass some information on to you.

#### **Packed lunches for school visits**

If your child has free school meals, as you know, they can be provided with a Chartwells' packed lunch if they are out on a school trip. As certain foods must be kept refrigerated or served at a certain temperature the packed lunch will always be a wholemeal cheese roll, a small bag of carrot sticks, a piece of fruit, a shortbread biscuit and a bottle of water. If you would rather provide your own packed lunch please let the office know as soon as you are aware that your child is going on a trip.

#### **Waste**

As the school meals contract with Chartwells will now be operated direct with them rather than via West Sussex County Council, the waste management contract will also be changing. This means that we are no longer able to dispose of any waste that is produced by packed lunches. Therefore, you may notice that your child is bringing their waste packaging home with them when they may not have before.

#### **Universal Infant Free School Meals**

For the purposes of ordering, it is very inconvenient for the kitchen staff if children decide to have a school meal once or twice a week. Food is ordered ten working days in advance so if a child decides they fancy fish and chips on a Friday morning there is not enough food to go to the children whose parents have opted for them to have meals regularly. Please let the office know if your child no longer wishes to have school meals or if they would like to have them.

#### **Allergies**

Please keep us updated as to whether your child has an allergy to certain foods.

Thank you for your continued support.

Yours faithfully

Ms R Jackson  
Headteacher