

King Edwin Primary School



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Friday 9th September 2022

School Lunch arrangements

Dear Parents and Carers,

From Monday 12th September 2022 the administration process for school lunches will be changing. A breakdown of the updated school lunch booking process is as follows:

- School lunch bookings must be made by **8.50am each day** on the School Gateway
- Lunch registers will **no longer** be taken by teaching staff
- Lunch choice registers will be printed straight from the School Gateway system after 8.50am
- Any changes to bookings made on the School Gateway will require parents to contact the school office before 8.50am to ensure this is recorded and the school kitchen can prepare accordingly

Example of possible changes - A child usually has a packed lunch and this is booked on the gateway but on a specific day they need to have a school dinner - as a parent you cannot change this booking, therefore the office need to be informed. If no contact is received, we will assume the child is having a packed lunch and no dinner will be booked

As parents are aware, we have a main meal choice and a jacket potato choice so when booking a school meal for the children, it is really important that the correct meal choice is booked. Our catering team will prepare meals based upon the recorded information available to them regarding meals ordered.

Every child must have a lunch choice booked on our system and we must ask all families to support the school by following the process we have in place at KEPS.

Thank you in advance for your continued cooperation.

Kind regards,

Mr Callaghan-Wetton, Headteacher

Mrs Armitage, School Business Manager & Mrs Musgrove, School Office Administrator

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