

Respect

Empathy

Ambition

Cooperation

Health

Our ref JF

22<sup>nd</sup> November 2023



Sandwell Metropolitan Borough Council

Park Hill Primary School

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### Important Information – School Meals

Dear Parents/Careers

Due to the number of children that are arriving late each morning, I am writing to advise you of a change to the ordering of school meals. Unfortunately, the school cook is unable to accept a meal selection after 9.30am each morning, as she is finding it increasingly difficult to gauge the correct quantities.

Please familiarise yourself with the new arrangements:

- Meal selection will close at 9.30am
- If your child has an appointment and will not be in school until after 9.30am, please telephone and speak to the school office either the afternoon before or on the morning of the appointment and we will be happy to go over the meal choices for that day and book your child's meal.
- If your child arrives after 9.30am there is a possibility that the meal choice may not be available and we will have to offer your child whatever is available.

I would also like to ask parents to talk to your children about ordering a school meal when they have a packed lunch from home. We are finding that children, particularly in the older year groups, ordering themselves a meal when they actually have a packed lunch from home. This will not be evident until we send the children through for their lunch, at this point the charge for the meal cannot be deducted and the meal will be charged to the child's account.

Equally, we are also finding children failing to order their meal, again most often in the older year groups, and this also causes problems as the child will have no choice but what is spare due to the quantities ordered.

I am sure you will understand the problem we are facing and we will always find something for the children to eat, but it may not be their preference. Thank you for your co-operation in this matter.

Yours sincerely

J. Ffrench

Business Manager