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**Headteacher: Mrs M Nowak**

July 2024

Dear parents/carers,

I am writing to inform you that our current school dinner ordering system is being discontinued at the end of July by our catering company.

From September you will need to order your children's school dinners or click 'home packed lunch' through our School Gateway app which you should have already downloaded. Please find attached instructions for this.

You will be able to order school dinners up to 10 weeks at a time. Please ensure you order dinners well in advance so that you do not miss the new cut off time.

From September there will be a cut off time of midnight on Thursday to order dinners for the following week. If you miss the deadline you will not be able to order dinners for that week and will need to provide a packed lunch from home.

If you fail to order dinners before the deadline and do not provide a packed lunch from home, your child will be given bread and jam for that day. We know of other schools in the borough who have implemented this system.

It is the parents'/carers' responsibility to either order school dinners or provide a packed lunch from home. From September school staff will not have time to continually remind parents to order their children's school dinners.

Please do not hesitate to contact myself or Julie Brown in the school office if you have any queries.

Yours sincerely

**Mrs M Nowak**  
**Headteacher**