

CLAIRE'S KITCHEN at Fynamore School

MEAL ORDERING INSTRUCTIONS: April to May 2021

Please complete the menu choices for after Easter as soon as possible, and by **Tuesday, 30 March at 3.30pm** at the latest. You can either download and complete the excel spreadsheet and email it back, or print the PDF, complete it with your choices and then scan/photograph the sheet and email it back.

Please ensure there is one tick for each day (*even if no meal is required*). Please do not leave any day blank. An example is shown below:

w/c 5 January	Main Meal	Vegetarian	Cold Option	Jacket Potato (state filling)	No Meal
Monday	✓				
Tuesday			✓		
Wednesday				✓ cheese	
Thursday					✓
Friday	✓				

Children choose their pudding on the day, from the selection available, so these are not booked in advance.

➤ **YR/KS1 - All Reception, Year 1 and Year 2 (opt-out):** Children are entitled to a **free meal** from school via the Government's Universal Free School Meal scheme. All YR/KS1 children will **automatically be booked for the main meal option every day**, so if this is your choice you do not need to do anything. If you wish to change any days to another option (eg. cold option or jacket potato), or opt out of some or all of the days, you must complete a form or send an email stating the meal choices. **This is opt-out, so if you do nothing, your child will be booked for the hot option every day.**

➤ **KS2 - Years 3 – 6 (opt-in):** You will be required to pay £2.20 for each meal booked, unless you are entitled to income-related Free School Meals. Please complete a menu if any meals are required. **This is opt-in, so if you do nothing, your child will not be booked for any school meals, and you must provide a packed lunch for them every day.**

For those parents who previously had a special agreement that I automatically book certain days / meals for your child / children, please complete a menu or send an email with your choices. This is particularly important for any child / children entitled to income-related Free School Meals, as a main meal is automatically booked for these children every day, unless I hear otherwise.

Provision is made for gluten-free, dairy-free and other dietary requirements. Please ensure we have up to date information of any food allergies or intolerances.

Please email your choices to chawkins@fynamore.org.uk or give to your child's teacher.

Many thanks for your orders.

Regards, Claire's Kitchen