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Headteacher
Mrs J Fernie BEd
Deputy Head
Ms Rebecca Clark BEd

October 2026

Dear Parents

MENU PLANNER FOR TERM 2

Please find attached the menu planner for term two.

Ordering Meals
Parents are able to book lunches and pay for them (where applicable - £2.70 per meal) online using our Arbor Parent's Portal**.** We would appreciate it if **all** parents could order lunches in advance as we run a very tight catering budget. If you pay for school meals, please note that the money will sit in your meal purse until the day the meal is taken. Please contact the school office if you are unable to order online for any reason.

Christmas Lunch and the last week of term 2
We will be holding our annual Christmas lunch on **Wednesday 16 December.** To order the Christmas lunch and / or meals for the last week of term please use the Arbor Christmas Week menu, we have had to create a separate menu as this is the only way to make sure the ordering system reflects the change to the usual menu choices in the last week of term. Please order from this menu in the usual way. **We need all Christmas lunch orders by Monday 23 November at the latest.** All dietary requirements will be catered for. Unfortunately, the office can no longer order a dinner in advance for a pupil, so it is essential that parents or carers use the app to book**.**

Parents to Lunch
Reception class will be invited to lunch on **Monday 9 November** or **Wednesday 11 November**, please book using Arbor. Spaces will be made available for booking via Arbor in the new term. There are 15 spaces for each date, booked on a first-come, first-served basis (£3.50 per person.) We will send a notification from Arbor when the bookings become live. Please email the office if you have any dietary requirement or if you would prefer a jacket potato.

To help everything run smoothly:-

- To ensure as many children as possible have a parent attending, we are limiting each event to one parent per child. If you need an additional space, please email the office and we will let you know nearer the date if there are still spaces available.
- If the event is full, please contact the office to add your name to a waiting list.
- Please contact the school office if you want the vegetarian meal or have any dietary requirements, otherwise we will assume you are having the main meal.

- Please sign in at the Office when you arrive for lunch.
- Siblings will not be allowed to sit with their parents.
- Please sign out again once you have finished your lunch. Parents are not allowed in the playground at lunchtime.
- If you are not able to attend for any reason, please cancel your place and make the office aware so this can be released to someone on the waiting list.

Allergens and dietary requirements

We provide information on the meal planner about allergenic ingredients used in our catering in line with regulations for schools. If your child has a food allergy, intolerance or dietary requirement **and you have informed the school,** please use the app to order the main meal and Mrs Carpenter will prepare an alternative meal that meets your child's requirements. If you have any questions, please speak to Mrs Carpenter.

Sincerely

Mrs J Fernie
Headteacher