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Cleves School
Oatlands Avenue
Weybridge
Surrey
KT13 9TS

Headteacher: Mr C. Hodges

May 2016

Dear Parents/ Carers

Before half term the children trialled the new lunch system, this made lunch time smoother and quicker allowing the children more time to play. The new system will allow parents to choose their child's lunch from home in advance; enabling you to know that your child is having a healthy lunch and that we have sufficient quantities for all children.

The new system is now live, which means the following changes will now be activated:

- Your lunch account has to be in credit for your child to have a school lunch. If there are insufficient funds your child will be unable to have a meal.
- Parents need to pay in advance to access menu options.
- Parents need to book a meal for chosen days a week in advance. The deadline for meal preferences should be booked by Tuesday at 9.30am for the following week.
- Please note once the option is chosen, it cannot be changed.
- You can select certain days for school lunches. Please remember we will be unable to provide a meal if you have forgotten a packed lunch
- Parents with children with specific food allergens should refer to the lunch menu which is also available on the website to select the appropriate meals.
- The options on the menu include a main meal, vegetarian meal, pasta or jacket potato.
- Families will be charged even if your child is absent and you have ordered a meal that day. If your child is ill or absent for more than three days and you have booked school meals, please email lread@cleves.co.uk to adjust your account. Please allow for school residential trips. You will not need to select meals when your child is attending a residential.
- Schools day trips - If you would like your child to have a packed lunch when on a school trip, you would need to select a school meal option for that day.



Directors: Mr C. Hodges, Mrs S Foster

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- Families eligible for free school meals, still need to choose the menu a week in advance as per instructions above.

If you are unable to book online, please obtain a menu from reception (select the days and meals) and provide a cheque with the amount of meals you would like to book.

Please note all lunches for week beginning 13th June 2016 NEED TO BE BOOKED by TUESDAY 7th JUNE 2016. You will be able to book up until the end of term. Please note this is a trial which will be reviewed over the summer term.

Please find attached online payment and online meal ordering instruction. You will need to be in credit for you to be able to order the meals.

If you have a problem with this please contact lread@cleves.co.uk

If you have any questions or queries please do not hesitate to contact school reception.

Yours sincerely

A handwritten signature in black ink that reads "C Hodges".

Chris Hodges
Headteacher



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