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Dear Parents and Carers,

Recently, we have had an increase in the number of people that are not booking lunches in advance, and then not providing an alternative packed lunch. This has a significant impact on our catering staff, who order and subsequently cook the correct amount of food. It also has an impact on children who attend session 5 as their booked lunch may now not be available for them. Please be reminded that meals must be booked at least 72 hours in advance, and if meals have not been booked, a packed lunch must be provided.

In relation to this, we must also remind parents and carers that our employees deserve to work in a safe environment where they are treated with respect and dignity. We will not tolerate inappropriate behaviour or language towards our staff, especially when they are following school procedures and policies. We remind you that this is part of the code of conduct that is agreed when joining the Cleves community.

Kind regards,

Mr J Usher
Headteacher

