

10th May 2018

Dear Parents / Guardians

TNS Lunches

We would like to remind you of a few things regarding TNS lunches.

- ★ The pre-order forms are issued to the children on Friday afternoons. We always work a week ahead. So you are ordering for the week after.
- ★ The reason these forms are a week ahead is because TNS Catering need to know how many children to cater for. We ask for the numbers by the Wednesday, so we can input the numbers on Thursday. TNS Catering HAVE to have these numbers by Friday, so they can order what they need.
- ★ Forms are available online from Friday afternoons on our website and from the offices.
- ★ Pre-order forms must be handed in by 9.30am on the Wednesday (after the Friday they were issued).
- ★ You **MUST** include any dietary requirements on the form, where indicated. This must include food prohibitions on the grounds of religion and allergies.
- ★ If a pre-order form has not been handed in by the cut off period, we automatically put KSI children down for a jacket potato. You must ensure the form is completed by the deadline if you don't want your child to have a jacket potato every day.
- ★ Please discuss the food choices with your child when completing the form.
- ★ We always encourage your child to eat the meal that has been ordered, but it helps enormously if your child has an idea beforehand of what the meal is on that day and has talked about it with you.
- ★ If your child has been absent, please complete a form as soon as your child is back at school if you require them to have an ordered meal.
- ★ If you need to speak to someone about lunches, please speak with Mrs Winterbourn or we can make an appointment with Dennis the Catering Manager.

Kind regards

Admin