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14th January 2021

Dear Parent

We propose to make some changes to the testing and canteen operations based on our experience of operating this week.

Testing

This has been remarkably successful given the short time we were given to set this up. From next week we propose to test students on Monday and Thursday each week. It is our intention now that every student with consent will be tested at least once or twice a week (depending on the frequency of attendance & testing availability). This is a slight change to the frequency that was indicated on your consent forms. If you do not wish for your child to be tested in this way, please can you email the school on the keyworker@oathall.org email address. Please tell us if you are withdrawing consent entirely.

Canteen operation

We began the week with the intention of offering a small canteen service for students every day. In practice, the take up of meals and refreshments from this service has been very low and we have thrown away a lot of food each day.

To ensure we only order and prepare food each day for students who require a lunch, we have introduced a weekly ordering system for lunch bags. This will enable us to place an order for ingredients at the start of each week and it will ensure we only prepare food that has been pre-ordered. It will also allow the school to use canteen staff efficiently. The college catering operation is run by Oathall and not by a contract caterer. The college needs to keep waste and unnecessary costs to a minimum in order to mitigate some of the losses we are incurring in this lockdown period.

If your child is a student entitled to free school meals, you can order a food bag every day and you will not be charged. We cannot offer supermarket vouchers as an alternative if your child is attending school each day. If you normally pay for school meals, you will be charged £3.00 for the food bag. This will be taken from your child's canteen school meals account.

We will ask students to complete a form (attached) on **Thursday or Friday** morning each week, this will allow us to order ingredients on Friday afternoon for the following Monday. Alternatively, you may complete the form at home and email it to office@oathall.org by **11 am each Friday**. Please specify **lunch bag order** in the subject heading.

Yours sincerely

Jo Godbolt
Business Manager