

St Ninian's R.C. Primary School



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Head Teacher: Mrs. Angie Brack

2 December 2014

Dear Parent/ Guardian (P4 to P7 pupils)

CHANGE TO PROCESS FOR ORDERING SCHOOL DINNERS FOR PRIMARY 4 TO 7 (following implementation of the Scottish Government Free School Meals Initiative for all P1 to P3 pupils)

Due to the Scottish Government initiative to provide free school meals to all pupils in P1 to P3, there is an expected increase in demand for school dinners. As a result, all schools in the City of Edinburgh Council must introduce a procedure for pre-ordering, and consequently pre-paying for school meals, one week in advance. This will allow the catering kitchens to order their supplies of ingredients in time.

St Ninian's Primary School Procedure:

In order to ensure that each child is provided with the lunch that they wish, you will be required to complete and return a Weekly Main Meal Selection slip indicating your preferred choice of main meal. This will need to be completed a week in advance to allow the catering kitchens to order their supplies of ingredients in time. **The slip will be issued on a Monday and must be returned on Wednesday, ordering meals for the following week.**

You will also have to pay weekly in advance for these pre-ordered school meals if you do not currently qualify for free school meals. If your circumstances have changed and you believe that you may now be entitled to free school meals, then please contact Mrs Henderson in the office for an application form.

THESE CHANGES WILL TAKE PLACE ON Monday 15th December 2014 where you will be pre-ordering (and paying in advance) for meals for week commencing 5th January 2015.

If you forget to return the slip by Wednesday and/or forget your payment, then you will have to provide your child with a packed lunch for the whole of the next week because we cannot guarantee that the catering kitchen will have enough ingredients to cater for your child.

If your child is absent for part-week, or a whole week, then you will need to either visit the office to arrange to complete the form and make payment by Wednesday OR provide your child with a packed lunch for the whole of the following week.

If your child is on a whole-day trip, then we will replace any pre-selected hot main meal with a packed lunch.

The current Autumn/Winter menu is available from:

http://www.edinburgh.gov.uk/downloads/download/571/primary_school_lunch_menus

Paper copies of the menu are available from the school office.

Yours sincerely

Mrs Angie Brack
Head Teacher