



ST MAWES PRIMARY SCHOOL

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7th June 2018

Dear Parents,

We are having increasing problems with our lunch orders each day – sometimes incorrect money or no money is being sent in, loose money not in an envelope so we are unsure what it is for and children sometimes unsure if they are having school dinner or packed lunch. This is taking an increased amount of class and office time, so we need to change how we do things and be informed every Monday what your child will be having for lunch that week. If your child has a packed lunch every day you do not need to do anything.

From next Monday (11th June) the following procedures will be in place:

- At the weekend you will need to decide with your child what they will be having for their lunch each day for the following week.
- Complete one of the attached forms indicating what they will be having. This may vary as some days they may want the main meal, other days they may want the vegetarian option and other days they may want a packed lunch. For example: Monday – chicken curry, Tues – veggie bolognese, Wed – roast turkey, Thurs – packed lunch, Fri – macaroni cheese. Baked potato is also available, but the children can only order this twice a week as we need to ensure we are providing nutritionally balanced meals over the week. You do not need to select the dessert.
- Put your order and the money (£2.20 per meal) in a **sealed envelope** marked with your **child's name** and the **amount** enclosed. The money and the order for the week **must** be handed in every **Monday** morning. The only exception to this is if your child is absent from school that day. If we do not receive payment on a Monday morning your child will have to bring a packed lunch.

We have tried to make this as easy as possible for you by providing an additional menu to the one you already have at home and the slips to complete each week. A copy of the menu is also available on the school website.

Additional forms will be sent out either every term or half term.

I hope you can work with us to make this process easier and more manageable in the office.

Yours sincerely

K.Middlemore

