



Newport Church of England Junior School

Avenue Road, Newport, Shropshire, TF10 7EA

Tel: 01952 386600 Email: a3082@telford.gov.uk

Web: www.newportjuniorschool.org.uk

Head teacher: Mrs Nicola Moody MA PGCE

Dear Parents and Carers

We are not sure if you are aware but we do not run the school kitchen; this service, including the staff, are provided by Telford and Wrekin council. We are looking to improve an element of the Telford and Wrekin Catering Service that we have some influence over.

Most other schools have adopted a pre ordering system for Grab and Go options and this has worked effectively. It helps the kitchen to order ingredients with accuracy and also supports the children as a decision is made in advance alongside the parents/carers to talk it through. It also means that parents and carers know what their child will be having each day.

It will be necessary for you to pre order on or by the Thursday of the previous week; this system applies for Grab and Go only although you can indicate a hot meal order on the pre order form. **Please note that you can still order a hot meal on the day.**

We are going to begin this system from the week beginning the 5th November (the first week after Half Term) and therefore order forms will need to be in school by Thursday 25th October.

Order forms are attached; please cut them and send one into school each week for the following week. They should be given in to the class teacher in a morning and will be placed in the 'Dinner Money box'.

We are very aware of some parental concerns around payment for school meals; on our behalf please can we encourage you to pay for your meals online where possible as this provides you with evidence that payment has been received and credited to your account. You can do this at: http://www.telford.gov.uk/info/20028/school_meals/8/pay_for_school_meals Pupil codes for this service are available from the school office. You can pay by cash and this should be placed in a clearly labelled envelope with the child's name, class and amount. Please note that school do not record this money as it is payable to Telford and Wrekin; it is tracked only by the school kitchen.

Please can we thank you for your support with trying to improve the catering facility.

Yours faithfully

B T Moody

Mr B Moody
SLT – Parents and the Community