



St Bartholomew's CE Primary School

20th January 2014

Dear parents and carers,

Our lunch order system is changing. We are moving over to on-line ordering of school meals with The Farm Kitchen. **The new system will come into effect after the February half term (until this time, children will continue to receive paper copies of the menus).** Your child will bring home today a leaflet from The Farm Kitchen which explains the process of setting up your account on-line and ordering meals. The system is beneficial for many different reasons:

Eco-school

Ordering online helps to reduce the amount of paper used by school, supports our 'green' ethos and ensures letters and menus are not lost in transit.

Increased meals options

Using this system will allow us to offer a 3rd choice on the menu each day. The third choice is more of a 'light lunch' choice including things such as paninis, jacket potatoes, sandwiches, baguettes etc.

Increased flexibility

You are able to order meals for up to half a term at a time. Or if you prefer you can still order weekly, fortnightly.....whatever suits you best. In line with the current system, orders must be placed by **midnight on the Tuesday** before the week you are ordering for.

On-line payment

You are able to pay by both debit and credit card – no more searching for cash or your cheque book this week! The cost of the meals remains the same at £2.40 per day.

Order at your convenience

Parents can order meals at their convenience from home, work or on the go – wherever you have internet access!

Free school meals ordered automatically

If your child is entitled to free school meals then a main meal and a pudding is automatically ordered for them every day. Should you wish to have a different choice from the menu, you are able to go on-line and amend their order so long as you order by midnight on the Tuesday of the week before.

What if I don't have internet access?

It is very important to us that school meals are accessible to all children. We understand that not all families have access to the internet. For this reason we will provide a computer for parents to use in school every Thursday and Friday morning from 8.30am – 9.30 am. The computer will be set up and I will be on hand to go through the process with you should you want me to. Please remember to bring your debit or credit card with you.

When can you start to order?

The system will be live at the beginning of February. **The deadline for ordering the week commencing Monday 24th February 2014 is midnight on Tuesday 18th February.** Please come and see me if you need help with the registration process.

Having researched the system with other schools that use it, we are confident that it will be successful and simple to use. Should you have any questions or queries, please do not hesitate to contact me. I am more than happy to discuss any concerns you may have and offer to help where we can.

Yours sincerely

Lisa Davis
Finance Manager

