

Dear Parent/Carers,

RE: Lunch choices from 12th May 2025

Following our logistical changes to school lunches, we are now ready to implement school dinner choices.

As of the **12th May 2025**, the children will have the option of choices for their lunches. **This includes current packed lunch children, who can choose to have a school dinner for a day if they want to any point. They can switch back and forth.**

This all has to be booked two weeks in advance on Arbor. It cannot be done on the day or within the same week. Booking is now available on Arbor.

How to book:

- 1) Look at menus at least two weeks in advance.
- 2) For the first meal, this would need to be booked by **27th April 2025**.
- 3) With your child, decide what meals they would like for the weeks ahead, making sure you adhere to the 2 week deadline.
- 4) Go on to Arbor and select the meals your child wants. A handy guide for booking meals can be found by [clicking here](#).
- 5) Book the correct option
 - a. Meal type – Option 1 – Select Hot Meal.
 - b. Meal type – Option 2 – Select Vegetarian Option.
 - c. Meal type – Option 3 – Select the relevant day's choice i.e. panini, jacket potato, wrap, baguette, with the relevant filling.
 - d. Packed Lunch – Select Packed lunch. **(you will need to select this if your child is having a packed lunch from home)**
- 6) **IMPORTANT NOTE: Make sure that you book in your child's lunch before the deadline. If it is not booked, they will not get a school lunch, a packed lunch would need to be provided from home.**

Common questions:

- *If my child currently has packed lunch, can I book a school meal sometimes?* **YES**
- *Can I select choices for several days or weeks ahead?* **YES – you can do a whole terms worth if you want, or just a week at a time.**
- *Can I change my selection?* **YES – up to two weeks before the meal date. After this time, Arbor will lock.**
- *Can my child change their mind on the day?* **NO**
- *Can I ask for a different filling in the school choice option?* **No, they are pre-filled options and cannot be changed.**

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- *How often do the menus change?* **The menus are on a 3 week cycle.**
- *What happens if the kitchen has to change the menu?* **We will inform parents as soon as possible.**
- *How will you ensure a child with dietary requirements is catered for?* **As parents you are able to ensure the selection suits your child’s dietary needs. However, we will continue to give lanyards to children with specific requirements so staff can double check, provided you have filled in a dietary needs form.**

We have provided a table below of how and when to book meals:

Date	Arbor Task
27 th April latest – Meal choices for week 1 menu -beginning 12 th May 2025	Deadline for booking week 1 school dinner. Meals - Select Summer Term 1 menu Select choice for the week.
4 th May 2025	Deadline for booking week 2 school dinner. Meals - Select Summer term 1 menu Select choice for the week.
18 th May 2025	Deadline for booking week 3 school dinners. Meals - Select Summer Term 2 menu Select choice for the week. You are able to tick, “Pick for all available dates.” This saves you doing it for each week 3 menu.
25 th May 2025	Deadline for rotating week 1 school dinners. Summer Term 2 You are able to tick, “Pick for all available dates” . This saves you doing each week 1 menu.
1 st June 2025	Deadline for rotating week 2 school dinners. Summer Term 2 You are able to tick: “Pick for all available dates.” This saves you doing each week 2 menu.
8 th June 2025	Deadline for rotating meal week 3 lunches
This then rotates until the end of term, booking 2 weeks prior to the menu starting	

The new menus with the choices are attached. We hope that you will enjoy choosing the new menus with your children.

If you have any questions once you have tried to book, please feel free to contact the office.

Yours sincerely



Mrs N Gambier