

Junior School

Infant School

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High Down Schools

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High Down Schools

Down Road
Portishead
North Somerset
BS20 6DY

Executive Headteacher

Mrs A Cowan

18th December 2018

Dear Parents/Carers,

School Catering Service

From the beginning of Term 3 we will be using a new catering company, Aspens, to deliver the school meals. Our catering team, led by Tammy, will remain the same but they will be working under different management.

Aspens already provide the catering at Gordano School and by entering into a Trust contract with them we will be able to work together to ensure high standards and competitive prices.

An introductory leaflet from Aspens is attached.

The immediate major change is that school meals will now be cooked to order. This will ensure that waste is kept to a minimum (and costs therefore kept down). Each child will be guaranteed to get the meal which has been ordered for them. Ordering and payment will take place via Aspens' website <https://select.aspens-services.com>. Instructions on how to create an account and use the ordering system are attached. Parents/carers of all children having school dinners **including** those entitled to Free School Meals or Universal Infant Free School Meals will be required to book their meals (but these groups will not be required to make a payment).

An individual code for each pupil together with the school code (Infants or Juniors) will be sent home in paper copy this afternoon. Once you have created an account you will need to use these codes to link your child to your account in accordance with the instructions.

Once your account is ready you will be able to book meals for your child for the whole term if you wish, or on a weekly basis or however suits you best. Orders can be created, changed or cancelled up to 9.30am on the day of the order.

The cost of meals for Junior pupils will remain at £2.20.

Please settle any debit balances for school dinners on Parentpay by Friday (Juniors only). Any credit balances will be refunded on Friday.

If you are struggling to set up your account and/or make a meal booking please contact the school office and we will be happy to help.

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Lighthouse Schools Partnership. Registered address: St Mary's Road, Portishead, Bristol BS20 7QR
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Finally Aspens' Special Diets/Allergy Form is attached. Special diets and allergies which have already been notified to us have already been linked to your child on the new system, however, please could you complete this new form as an update and an additional check.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Andrey'.

Andrey Cowan
Executive Headteacher

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