



*Sacred Heart Catholic Primary  
School and Nursery*  
Windermere Road,  
Southend on Sea, Essex, SS1 2RF  
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[office@sacredheart.southend.sch.uk](mailto:office@sacredheart.southend.sch.uk)



Dear Parents/Carers,

24th November 2020

**Increase to school meal provision - beginning Monday 30<sup>th</sup> November 2020**

We are very pleased that from Monday 30<sup>th</sup> November we will be adding to our school meal provision by introducing a hot dinner meal rota. We hope that this will be of benefit to children and families, especially as the weather is getting colder.

This has taken some time to plan due to the complexities of staff rotas, facilitating various staggered sittings for meals, whilst at the same time ensuring the health and safety of both children and staff.

From Monday 30<sup>th</sup> November, children will be able to book from lunch menus **on a two-weekly rota basis**, as follows:

	Week beginning 30 <sup>th</sup> November	Week beginning 7 <sup>th</sup> December	Week beginning 14 <sup>th</sup> December	Week beginning 4 <sup>th</sup> January	Week beginning 11 <sup>th</sup> January
Reception	Picnic lunch (in hall)	Hot Dinner option (in hall)	Picnic lunch (in hall)	Hot Dinner option (in hall)	Picnic lunch (in hall)
Year 1	Hot Dinner option (in hall)	Picnic lunch (in classroom)	Hot Dinner option (in hall)	Picnic lunch (in classroom)	Hot Dinner option (in hall)
Year 2	Picnic lunch (in classroom)	Hot Dinner option (in hall)	Picnic lunch (in classroom)	Hot Dinner option (in hall)	Picnic lunch (in classroom)
Year 3	Hot Dinner option (in hall)	Picnic lunch (in classroom)	Hot Dinner option (in hall)	Picnic lunch (in classroom)	Hot Dinner option (in hall)
Year 4	Picnic lunch (in classroom)	Hot Dinner option (in hall)	Picnic lunch (in classroom)	Hot Dinner option (in hall)	Picnic lunch (in classroom)
Year 5	Hot Dinner option (in hall)	Picnic lunch (in classroom)	Hot Dinner option (in hall)	Picnic lunch (in classroom)	Hot Dinner option (in hall)
Year 6	Picnic lunch (in classroom)	Hot Dinner option (in hall)	Picnic lunch (in classroom)	Hot Dinner option (in hall)	Picnic lunch (in classroom)

For details of our Hot dinner options (to be eaten in the dining hall) and Picnic lunch options (to be eaten in the classroom), please refer to our attached menu. Our new menus will commence on Monday 30<sup>th</sup> November 2020.



Southend-on-Sea



Silver Quality Mark 2013/14



*Headteacher: Mrs Janet Mullally*

*Part of the Assisi Catholic Trust Ltd,  
Registered address: Kenilworth Gdns, Leigh on Sea, Essex SS0 0BW  
Registered in England. Company No-07696989*



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We are fortunate to have our own school kitchen on site where meals are freshly prepared and cooked to order. Both Hot and Cold Options meet the national nutritional standards that are in place for schools to ensure that children have a healthy and balanced diet. School meals cost £2.30 per day. All bookings should continue to be placed via our online service. *Children in Reception, Years 1 and 2 are all entitled to a free daily school meal as part of the government's Universal Infant Free School Meals. Pupils in Years 3-6 may have an entitlement to benefits-related Free School Meals – please make enquiries at the school office.*

To support our organisation of this complex task, we are asking that parents book what they would like for their child's lunch (Hot dinners or Picnic Lunch options) for the whole week by a Monday morning. We would also ask for your support in discussing school meal choices with their child prior to booking, so that your child's preferences can be accommodated and so that your child has involvement in their lunch choices for the week.

All prior bookings that you may have made previously for weeks commencing next week have all been removed and we kindly ask that you take the time to rebook your menu choices which incorporate the new menu options.

Classes who are scheduled for a hot dinner meal option will eat their lunch in the school dining hall regardless of whether they are having a hot meal or eating food from home. We will be separating the hall into two separate spaces, with a dividing curtain in place when necessary, to maintain separate 'bubble year groups'. In between each sitting, both spaces will be thoroughly cleaned prior to the next group being admitted to eat.

Classes who are scheduled for a Picnic Lunch option will continue to eat their lunches in their classrooms, with the exception of Reception class. Reception class will eat their lunches in the school dining hall each week (for ease of cleaning).

Children can continue to bring in a packed lunch from home if they prefer. If you are sending in a packed lunch from home, we ask that parents/carers provide a 'healthy' lunch for their children, such as sandwiches, tortilla wraps, yoghurts, fresh/dried fruit, etc. Children should continue to bring their own (named) water bottle to drink in the classroom. Thank you for your continued support and patience whilst we begin the process of reintroducing hot meals.



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At this stage, we are only able to offer the new hot menu to children in Reception to YR6 and Nursery children will only be able to book the picnic lunch option with the exception of the Christmas Lunch day.

Yours sincerely,

Mrs Janet Mullally  
Headteacher



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