

Nunnery Wood Primary School



11th October 2017

Dear Parents and Carers,

We will be changing our catering providers on 30th October. Our new lunchtime meal providers will be Aspens who are a local company with many years' experience. They also provide many Worcestershire schools with their school meals and come highly recommended. Our meals will be coming from the Oldbury Park Primary School kitchen.

They will be introducing a food ordering service which parents must sign up to regardless of whether your children have Universal Free School Meals (years Reception to 2), Free School Meals or paid meals. In order to set you up on their system we must provide the caterers with your child's name and class. This information will be emailed to Aspens on Monday, 16th October. They can then issue your child with a unique number. This will be your PIN which you will need to use when ordering (and paying, when necessary) your child's food. I will send this number to you once I have received it from the caterers.

Please complete the slip attached giving your permission for us to pass on your child's details to the caterers. If we do not receive your completed slip we WILL NOT pass on the details and you will be unable to use the new on-line service.

Please note, if your child is in years R to 2:

- you will need to order their meal choice
- the government pays for your child's meal under the UIFSM scheme – you do not need to pay anything
- if you do not register for the service we will presume you are providing a meal from home and Aspens will not cater for your child

Please note, if your child is entitled to free school meals (not to be confused with UIFSM as above):

- you will need to order their meal choice
- your child's meal is provided free of charge as long as you are entitled to FSM – you do not need to pay anything
- if you do not register for the service we will presume you are providing a meal from home and Aspens will not cater for your child

Please note, if you want to pay for a meal:

- you will need to order their meal choice
- Aspens will send out details of costs on a flyer before half term

I have spoken to the area manager for Aspens who has told me they will be sending out all the information you need before the October half term. However, they need to get our children set upon their system so require the children's information as soon as possible. Therefore, I must ask that you return the slip attached by Friday, 13th October.

Yours sincerely,

Marie Birbeck
School Business Manager

Prestwich Avenue Worcester WR5 1QE

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E-mail: office@nunnerywoodprimary.worcs.sch.uk

Website: www.nunnerywoodprimary.co.uk

Headteacher: Mrs Rachel Higgins



Nunnery Wood Primary School



TO: MRS BIRBECK, NUNNERY WOOD PRIMARY SCHOOL

Please pass on the following details to Aspens caterers in order to me to register my child for the new on-line ordering service.

Child's name:

Class:

I understand this information will be emailed to Aspens.

Signed: Parent / carer

Date:

**PLEASE RETURN THIS FORM BY FRIDAY, 13TH OCTOBER.
WITHOUT THIS INFORMATION YOU WILL BE UNABLE TO ORDER A MEAL FOR YOUR CHILD**

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