



Friday 20 March 2020

Dear Parent/Carer

### School Catering Provision

We are writing to inform you of the plans we have made to enable our school to continue to provide a catering provision for learners who are required to attend the academy or entitled to Free School Meals. In this dynamic situation we are reliant on our catering suppliers to be able to provide the food required for this service and must therefore keep this under constant review. Any changes will be communicated to you as soon as we are able so for information and updates please continue to use the school Twitter account (@keyinghamsch) and website.

### Learners of Key Workers attending School

Currently we are able to provide a lunch service, with limited options for our children who will be attending school as a consequence of their parent(s) being on the Key Worker list and no suitable alternative childcare being available to the family. The charges for the school food will be run as usual as we must be able to pay for provisions and staffing costs. For children entitled to a Free School Meal who are continuing to attend school as a child of a Key Worker parent, this provision will continue to be made available.

Unfortunately, due to catering team staffing challenges and food availability, the option choices will be limited and we may not be able to cater for specific dietary requirements. If you feel your child may be better provided for with a packed lunch then please ensure you make these arrangements. We will be collecting food and menu requirements on a daily basis (day before) to inform the catering teams and minimise waste. As we progress over the coming weeks it may not be possible to continue with a catering provision but we will keep you informed

### Learners entitled to a Free School Meal


Our provision for children and families entitled to a Free School Meal has been at the forefront of the Trust planning and as a consequence of the varying communities our member academy's serve, we have had to be flexible in our arrangements to try and meet these needs.

At school, we will be continuing to make Free School Meal provision by providing an e-voucher for a local supermarket to the value of £2.30 per day for primary children. The voucher will enable the child to purchase a meal at a local venue selected by the parent. These will be available to all those entitled from Monday 23 March and will be issued for a two week time period – so £23.00 total for two weeks, including the Easter breaks. Should we remain closed these will be issued every two weeks. The issuing method is by email or text dependent on the method of communication recorded on the school database for the parent. If your details are not up to date it is critical for you to continue to receive this support that you contact the school IMMEDIATELY.

At Keyingham Primary on Monday 23 March ONLY we will be providing a 'grab bag' packed lunch which can be collected from the school site between 11.30 – 13.30 for those children eligible for a Free School Meal. If you would like to take advantage of this service on Monday, please call the school office or email on [admin@keyinghamprimary.co.uk](mailto:admin@keyinghamprimary.co.uk) by 9am on Monday 23 March.

As previously mentioned we will update this information through the usual channels of communication as more information becomes available.

Yours sincerely

A handwritten signature in black ink that reads "Victoria White". The script is cursive and fluid.

Victoria White

Interim Headteacher