



KB/KAW

14 July 2023

Dear Parents / Carers

The menu choices facility for Autumn Term 1 is now available on the Parent Portal / App.

Please place your orders for w/c Monday 4 September as soon as possible to ensure your child enjoys a hot lunch if you wish. If you do not place an order, please ensure your child(ren) come to school with a healthy packed lunch for that week.

As you are already aware you are able to opt in and out of 'Meals' for your child on a daily basis by selecting a menu choice via the Arbor Parent Portal / App at least one week in advance. This flexibility has proved to be extremely popular since we started this option back at Easter. We have included a link to help you make the most of this new feature for your child here: <https://support.arbor-education.com/hc/en-us/articles/6956696271261-Meal-Menu-choices-on-the-Parent-Portal-or-Arbor-App>

Our catering team (Twelve15), place an order for food each Thursday for the following week. We will therefore require one week's advance booking to help ensure there is as little wastage as possible. Simply visit your portal / app each week **before Thursday** to select your child's menu choices for the following week(s) and leave the rest to us.

Please note that all parents (including FSM and UFSM families) need to select their child's meal choices if they wish to enjoy a hot meal in school. From September, meals will be increasing by 10p to £2.70 per meal and **must be paid for in advance**. You can still pay £13.50 weekly. Please 'Top Up' your child's meals account online via the Parent Portal / App in the usual way. Children in Key Stage 1 will continue to receive 'Universal Free School Meals' (UFSM) and therefore do not have to pay.

Please also note that if you have already informed us of your child's specific dietary requirements, please simply select your child's preferred meal choice and our catering team will make the necessary adjustments each day.

If you are experiencing any difficulties placing your meal choices via the Arbor Parent Portal / App, please do not hesitate to contact us.

Yours sincerely

Kevin Bellinger
Headteacher

Headteacher: Mr K Bellinger
Address: 3 Ship Hill, Tatsfield, Westerham, Kent, TN16 2AH
Telephone: 01959 577356 Email: School@TatsfieldTLT.co.uk
Website: www.TatsfieldTLT.co.uk

Tandridge
Learning Trust