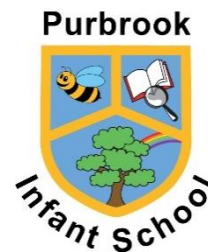


**PURBROOK INFANT SCHOOL**  
**ALDERMOOR ROAD EAST, PURBROOK PO7 5NQ**  
**Telephone: 023 9261 0761**  
**Email: [adminoffice@purbrook-inf.hants.sch.uk](mailto:adminoffice@purbrook-inf.hants.sch.uk)**  
**Headteacher: Lisa A de Carteret**  
Assistant Headteachers: Zoe Bailey and Paul Stray  
School Business Manager: Hazel K Dean



02 October 2024

Dear Parent/Carer

### **Change of In-House Catering Supplier: From November 2024**

For a variety of reasons, we have appointed a new school meal catering company who come highly recommended and are already providing high quality meals in a number of Hampshire Schools. This change will take effect when we come back after the half term break and the new company is called Dolce. A copy of their menu will be provided with this letter.

We are reliably informed that they are determined to offer you and your child an excellent service, ensuring every child enjoys their meal and has the energy to study and learn in the afternoon.

There will however be a change in the way the lunches are ordered. We will be using "SchoolGrid" to order lunches. We would request that, where possible, parents order from home as this will reduce the amount of admin time it takes teachers in the morning to take lunch orders and this will enable more teaching time. Once this has been set up you will then receive an email from SchoolGrid, the software providers, with all of your necessary login details. By accessing SchoolGrid online you will be able to pre order meals, view recipes, allergens and ingredients.

### **Cut off Time**

Please note, that as all ordering is done online both by parents and school staff, Dolce has a strict cut off time for ordering and this **cannot** be amended by school staff after this time. **The cut off time for ordering a school lunch is 9.15am.**

All meals need to be ordered by **9.15am** each morning at the very latest. If your child has an appointment and will be in late but requires a lunch for that day, you either need to order online or do this by leaving **the school** a voicemail message before **9.15am**. You must press option 4, please do not leave a message on the normal absence line as staff may not get to your message in time.

### **Ordering in Advance**

You can order in advance for the whole week. If you do this but then your child is not in school before **9.15am** because you are taking them to an appointment but you haven't informed us of this, their lunch request will be cancelled and you will need to provide them with a packed lunch. Whilst lunches are free to parents, the school has to pay for these. If you order one choice for your child at home and they change their mind once in school, we will change this to avoid upset children.

### **Allergies**

Special diets can be catered for and Mrs Gray has already contacted parents of children who currently have medically approved diets.

Further information regarding SchoolGrid will be sent out in due course.

Yours sincerely

Mrs L A de Carteret  
**Headteacher**