

**ST MARY'S R.C.
PRIMARY & NURSERY
SCHOOL**

*Headteacher
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13 September 2022

Dear parent/carers

Now that the new Evolve Dinner ordering system is now in, we just wanted to remind you of the process, timescales and where to find the guidance document.

If you have not already signed up, please contact school for your child's unique code. Once registered, it is your responsibility to highlight any allergens and dietary requirements that your child has in order to ensure that the kitchens are informed and that food is prepared appropriately.

The User Guide is saved on the school website under Information, School Dinner, please access this in the first instance, if you would like further assistance please call to the Office and we will be happy to help

School dinners must be pre-ordered by parents and paid for in advance. If you are entitled to Universal free School Meal (Reception to year 2 children) or Free School Meal, when you process the basket this will be at nil cost.

During the first 2 weeks we have allowing for lunches to be ordered on an ad-hoc basis, going forward all meals will need to be ordered by the previous Thursday night for the whole of the following week. Therefore by Thursday, 15 September 2022, dinners will need to be ordered for week commencing Tuesday, 20 September 2022. You will also get the option to place orders weeks/months in advance if this is easier. We ask that you do order as far in advance as possible in order to reduce the transaction cost payable by school. Meals can be ordered at a minimum of a week at a time.

If your child is absent, in order to access a refund, you must cancel the meal by 9:30am on that day. If the meal is not cancelled in advance of this time the meal will be prepared and you will be liable for the charge.

Thank you for your support.

Kind regards

St Mary's School Office



**DIOCESE OF SALFORD AND
METROPOLITAN BOROUGH OF ROCHDALE
EDUCATION COMMITTEE**