



Westfield Community School



"...a beacon of hope..." Ofsted 2007
"...outstanding school..." Ofsted 2010
"...outstanding Children's Centre..." Ofsted 2011
"...outstanding school..." Ofsted 2013

Head Teacher Mr T. W. Sherriff B.Ed. D.A.S.E. M. Ed.

3rd March 2015

Dear Parent / Guardian

SCHOOL MEAL ORDERING SYSTEM

I am pleased to inform you that school has invested in a new system that will allow pupils to order their lunch for that day, each morning before registration.

In each classroom between 8.35 am and 8.50 am the pupils will be able to access software to view a picture and description of the meals available and to place their order. The information is then electronically transferred to the school kitchen. This system is very easy to use and works successfully in other schools in the Borough as it gives pupils the choice of what they would like to eat each day. If you would like to pop in to the classroom with your child and view the system you are welcome to do so, however you must ensure you leave the class before registration at 8.50 am.

To place an order your child must enter their classroom via the playground doors by 8.50 am at the latest. If your child is late for school and enters via the main entrance a meal will be ordered, but unfortunately they will be too late to access the electronic system and therefore may not receive their first choice of meal.

If you are aware that your child is going to be late for school for a genuine reason e.g. medical appointment, you need to contact the school office the day before and you will be allowed to pre-order.

The system will 'go live' on Monday 16th March.

Can I take this opportunity to remind you that if your child wishes to change their lunchtime arrangements we will still require 6 weeks notice in writing.

Yours sincerely

Mr T. W. Sherriff
Headteacher

