



The Aylesbury Vale Academy

Including Berryfields Primary

COLLABORATING *for* EXCELLENCE

2nd September 2020

Dear parents

We are in the middle of transitioning our catering providers and are waiting for installation of a new computer system which will automate the selection and payment of hot lunches for the children.

Hot meals will be available for Thursday 3rd September and Friday 4th September, these will be completed at registration in school.

Children in Reception, Year 1 and Year 2 are all entitled to a universal free school meal. Although these do not need to be paid for you are still required to book a lunch for your child - using the same system and time frame. Children in these year groups are still able to bring a packed lunch if they prefer. If a meal is not pre-ordered we will assume a packed lunch is being provided from home.

If your child is in year 3-6 and entitled to a free school meal you also need to book the meal choice and ensure that you meet the deadline for ordering.

For the remaining year 3-6 please complete the booking form and pay via Parent Pay. On Parent Pay the payment option is called 'School Meals for Aylesbury Vale Academy'. Please ensure that your Parent Pay account is in credit so that a hot meal can be purchased, we are unable to run any accounts in deficit.

Attached is a menu for you to select from for w/c 7th September (week 1) & w/c 14th September (week 2). Selections will be available on a weekly basis, a link will be emailed out so it is really important that we have the correct contact information for you including an email address. Once booked we cannot amend, cancel or add to the orders.

Also attached is an allergy form for you to complete to inform the new providers any allergies - we cannot transfer historic information as this may now be out of date for some children.

It is vitally important that if your child has an allergy this form is completed and emailed back into the school office or a hard copy put in the black post box outside our reception area in time for Monday 7th Sept. As a double check we will also be requesting this information on the booking forms, please complete both.

A Church of England Academy

Paradise Orchard • Berryfields • Aylesbury • Buckinghamshire • HP18 0WS

📞 01296 428 551 ✉ enquiries@theacademy.me 🌐 www.theacademy.me

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Booking Form Link

7th September

https://forms.office.com/Pages/ResponsePage.aspx?id=vujYj3JiOk-ROacP9_VtsN4kVFab6KxPuyAzXmmVJelURFE1U1RUMThSMDIURDhFRUtORzBLVjUxVi4u



14th September

https://forms.office.com/Pages/ResponsePage.aspx?id=vujYj3JiOk-ROacP9_VtsN4kVFab6KxPuyAzXmmVJelUNUJXNFo4Skk4N0NQMVFBN1EwTVZYVUNTNi4u



Deadlines for menu selections and payment is 3pm every Thursday, we will email these out to you on a Monday for payment and selection by Thursday for meals the following week. Although this is short notice we ask that you complete this for W/C 7th by 3pm tomorrow.

Due to the way that the new provider operates we will be unable to add children to the hot meals after the deadline even if it is requested shortly afterwards and this is due to their commitment and deadlines with their suppliers. The office have been told to decline all extra/late additions. If you haven't booked a meal it will be assumed that your child will be having a packed lunch.

New starters - the link to setting up a Parent Pay account is below.

<https://www.theacademy.me/page/?title=Parent+Pay&pid=204>

Harrison's pride themselves in preparing fresh, healthy and locally sourced meals. The ordering process is imperative to ensuring that they have sufficient ingredients and produce. Please ensure that meals are ordered as early as possible.

Kind regards,

Mrs C Baughan
Headteacher – Primary Phase

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