

FLITWICK LOWER SCHOOL

Temple Way, Flitwick, Bedfordshire MK45 1LU
www.flitwick-lower-school.net

Head Teacher: Mrs J. New
Chair of Governors: Mr D. Blair

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To All Parents

5th March 2021

Re: School Meals

As many of you will already know, Luton Borough Council announced several months ago that they were withdrawing their Catering Services Division at the end of March 2021. Therefore, following an official tendering process, we are now very pleased to confirm that, as of 1st April 2021, our school meals will be provided by HCL (Hertfordshire Catering Ltd). This should be a seamless transition as the staff are all remaining at Flitwick Lower School and Jackie will continue to provide her lovely food for us including our favourites of Roast Dinner and Funday Fridays. Over the next few weeks, we will send out more information from HCL but to start this process, we have attached their introductory letter, which explains their ways of working and what they can offer you.

HCL have been in business since 2013 and have a substantial knowledge of running a school meals service. They have delicious, nutritionally balanced menus, as well as an online booking system, SchoolGrid, which will enable all parents to choose which menu choice you would like for your child each day with just a few clicks of a button. Whilst this is new to Flitwick Lower School, HCL have used this system in many other schools and it works very efficiently. SchoolGrid is also linked to ParentPay, so KS2 can continue to pay as you do now. (Foundation and KS1 will continue to access Universal Infant Free School Meals, so are not required to pay). We have also attached a copy the new menu, which will start after Easter.

In order to get everything up and running, we will need to give HCL certain information about your child. This will be:

Your child's name, your home address, your email address and your child's class.

This information will be used to populate their online booking system. If you do not give your permission for us to pass on this information, please let us know urgently.

Once HCL have uploaded your information, each parent will be sent a link, which will give you access to register on the system. You will then be able to see the menu on SchoolGrid and make your choice of meal. This can be accessed from any device with internet access (computer, laptop, tablet or phone).

Please note that with this change of catering company, you will now be required to pre-order your child's meals online via SchoolGrid. This must be done by 8.55am, although you can pre-book for a few days, a week or even the whole term if you would like.

In addition to the online booking system, HCL have an online Allergy System. The following link will take you to their website where you can read more about HCL and find an initial overview of their allergy system. Please see <https://hcl.co.uk/allergy-overview> for the overview. Frequently Asked Questions for Allergies are found here at <https://specialmenu.hcl.co.uk/faqs> and parents with children with food allergies will need to create an account for their child at <https://specialmenu.hcl.co.uk/> and provide the relevant information relating to their allergies.

As a school, we will be provided with an account for us to confirm that these allergies are to be catered for onsite. The Nutritional team will complete the application and send the parents and the School an allergy menu tailored for the that child and an allergy poster. For this allergy system, you will be asked to provide a photograph of your child and medical evidence of the allergy (letter from the GP etc). The allergy poster will then be kept securely in the kitchen along with the menu

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We are very excited to be working with HCL and we hope that you will enjoy being able to share the menu choices with your child directly online and knowing exactly what they will be eating.

A handwritten signature in black ink that reads 'Joanna New'.

Mrs Joanna New
Head Teacher

Attachments:

Letter of introduction from HCL
Menu – 1st April