



Notley High School & Braintree Sixth Form



Headteacher: Miss M Ryan

21 November 2022

Dear Parents and Carers

Catering and Food at Notley High School & Braintree Sixth Form

Our newly appointed Catering Manager, Miss Deane, joined the school this term and we are expecting an Assistant Catering Manager to join the team in the coming weeks. Having spent some time reviewing our current procedures for paying for food and serving food, a number of changes are being introduced to ensure both that no student goes without food on any given day but also to ensure that students are not falling into debt if they are exceeding spend limits set for them.

Currently, students are routinely allocated a default setting of a £5.00 limit on their spend per day which parents and carers can amend on Parent Pay. Students who receive free school meals receive £2.50 each day on Parent Pay to spend on food and drink, which covers the cost of a meal deal. Parents and carers are able to top up this amount.

From Tuesday 29 November, if any student presents themselves at the till without any money on their account, staff will check if they have already eaten that day. If they have not (or if they arrive at school knowing they have no money on their account), they will be asked to go to student services and collect a meal slip. This will enable them to purchase a 'meal deal' so they have a balanced meal offer. The school will then contact parents and carers to ask them to top up the account to cover the amount of the 'meal deal' for the day and to ensure there is money in the account to cover food for the following day if needed. Any student given a slip will be able to access the meal deal at either break or lunch.

Café6 in the sixth form will be opening to serve food and drinks at break and lunchtimes from 29 November. As we are continuing to recruit new staff over the coming weeks the selection will initially be more limited – a 'Grab n go' offer - to ensure we are fully compliant with all food and hygiene regulations, with a wider range available at both break and lunch (and in the lessons prior to these) in the main Food Hall.

We very much hope that these amendments will be beneficial and supportive to students in ensuring they are not running up debts as some have been this term.

With the cost of living in mind, I would also like to direct parents and carers to the Braintree District Council website, which covers information relating to food banks, community fridges, meal planners, help with energy costs and other household bills. The link is below.
<https://www.braintree.gov.uk/community/debt-management-cost-living>

The council has collated a map of warm spaces locations and activities for people to access across the district, some of which are at the weekends; this also can be found on the BDC website.

Yours faithfully

Miss Ryan
Headteacher

Mrs M Townsend
Deputy Headteacher
Designated Safeguarding Lead

Notley High School & Braintree Sixth Form, Notley Road, Braintree, Essex CM7 1WY

☎ 01376 556300 • enquiries@notleyhigh.com • www.notleyhigh.com

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