

10th November 2021



CHRISTMAS LUNCH 2021



Our popular Christmas lunch (uptake is always around 90%) will take place over two days this year:

- Friday, 17th December for Sixth Form only
- Monday, 20th December for Years 7-11 only

Please note that on both 17th December and 20th December, the canteen will be closed at break time to all students and the Sixth Form café will also be closed all day on both days.

Our Christmas lunch is served with all the traditional trimmings including cranberry stuffing, cranberry sauce and a selection of seasonal vegetables, including roast potatoes. The lunch costs £3.85 per student and includes a choice of the following:

- Traditional turkey main course (suitable for Halal students) with gluten free gravy and gluten free pig in blanket (if desired).
- Quorn fillet served with cocktail sausage (suitable for vegetarians and vegans - does not contain egg)

We have four choices of dessert (which are chosen by students on the day):

- Chocolate log slice (suitable for vegetarians and does not contain nuts)
- Vegan chocolate dessert (suitable for egg/lactose allergy sufferers but may contain nuts)
- Gluten free chocolate cake (may contain nuts)
- Fruit salad

If payment is not received by 17th November, your son/daughter will require a packed lunch on their allocated Christmas lunch day, as there will NOT be an alternative food option (Sixth Formers will also need to bring in a packed lunch on 20th December because the canteen will unfortunately not be able to accommodate them on that day).

As in previous years, payment is required via ParentPay against the payment option entitled 'Christmas Lunch 2021' (please do not hesitate to contact the finance office if you have forgotten your username and password). **The closing date for payments is 11am next Wednesday, 17th November and please note that payments cannot be accepted after this date as the final catering order has to be placed the following day.**

There is a mandatory 'Notes' field on ParentPay in which you must specify either 'Turkey', 'Vegetarian' or 'Vegan'. If a food option is not specified, it will be assumed that your son/daughter would like a turkey meal. **Students eligible for free school meals will automatically be allocated a meal and will be given turkey unless you inform our catering manager, in writing and before 17th November, if your son/daughter requires a vegetarian or vegan option (please email j.jacobs@roundwoodpark.co.uk).**

Operoo (CareMonkey) profiles must be updated by 17th November to reflect any food allergies or intolerance to specific food types, because our catering manager will be accessing this information and it is the responsibility of parents to ensure that the information provided is correct. Please note that it is also the students' responsibility to inform staff, when being served, of any food allergy or intolerance.

As the Covid situation stands, those having packed lunches will be able to eat their lunch in the canteen with their year group on their designated Christmas lunch day. However, if government guidance changes and we are forced to restrict numbers in the canteen, this may not be possible and those having packed lunches may be seated elsewhere.

All students will be able to check if their payment has been received by checking the list on the notice board by the canteen entrance (which will be updated from Friday lunchtime). Additionally, a note will be placed on the Bulletin each day reminding students to check the list.

If at any stage you are in doubt as to whether or not you have paid, please check before the deadline by logging onto ParentPay, click 'Transaction history' on the left-hand side of the home screen, then click on 'Payment history', input the relevant dates when payment could have been made and finally click 'Search'. You will then be able to see all payments within the relevant period.

The Christmas meal is ordered in quantities to meet demand and regretfully, therefore, we will be unable to provide a refund if your son/daughter is absent on the day.

Please be aware that while all precautions and processes are in place within our kitchens to accommodate dietary conditions, there is always a risk that traces of allergens may be transferred to food from our providers, which is beyond our control. For this reason, Roundwood Park is unable to guarantee that any food on any of our menus is completely free from trace allergens. Should you have any queries please email our catering manager (j.jacobs@roundwoodpark.co.uk).

Please do not hesitate to contact the finance office (before 17th November) should you have any queries regarding payment (01582 765344). If you wish to email your query **please do not reply to this email, as it is only used for outgoing messages**, but contact us via finance@roundwoodpark.co.uk.