



## ST. THOMAS OF CANTERBURY C OF E PRIMARY SCHOOL

*"Let all that you do be done in love." 1 Corinthians 16:14*

Dear Parents/Carers,

### **SCHOOL DINNER MENUS – SUMMER TERM 2025**

It's that time again!! The new school dinner menus have now arrived and I have great pleasure in sending you the new details and information which will be on offer after the Easter holiday. You will see we have a new 3-week rolling menu which have been carefully chosen to ensure that some old favourites remain but at the same time introducing some new recipes and combinations to 'tickle your taste buds!' As always, I am indebted to our fantastic catering team led by Mrs Turner (Catering Manager) and our dedicated team of Midday Assistants who oversee this very busy period of the school day. I am sure you will join me in thanking them for their hard work, care and support.

The new menus will commence on **Tuesday 22<sup>nd</sup> April 2025.**

The menus are planned in consultation with the School Meals Advisory Service, ensuring that each week's menu meets the required national food standards. Allergen information is available from the School Office upon request.

Together with this letter you will receive **two copies** of the three-week menu plan – one for you to keep for your information and one to be returned to school, indicating your child's menu choices for each day of the three-week cycle. As you will see, there is a delicious range of meals planned with a main option and a vegetarian option for each day. Please look at these menus with your children – there are lots of tasty dishes to discuss and try!

Please return **one** menu plan, marked to show whether your child wants the main or vegetarian option on each day. **If you do not return a menu plan, we will assume you are providing your child with their own packed lunch each day.** The following points should be considered when signing up for school dinners:

- School meals must be paid for via our online payments system 'ParentPay' ([www.parentpay.com](http://www.parentpay.com)). We no longer accept cash/cheque payments made through the School Office and paying via ParentPay will greatly assist us in this. It is also easier for you to manage your payments.
- The cost of school dinners for 5 days is now **£12.65** (£2.53 per day) and we would encourage you to manage your payments through ParentPay so you are always in credit. The minimum payment on the ParentPay system is £12.65 but you are able to pay any amount you wish above this level. We cannot allow parents to fall into arrears and school meals must be paid for **before** they are taken.
- If you are entitled to Free School Meals (FSM) you will not need to pay via ParentPay and the school has a list of children currently in receipt of FSM. If you think you may be entitled to free school meals please read the entitlement information contained in this letter, visit the school website or speak to a member of the School Office staff.
- The new menus will begin on **Tuesday 22<sup>nd</sup> April 2025** and continue on a 3 week rolling cycle. We will repeat your child's menu choices unless you inform us otherwise in writing.

*A Christian community where children are known by name and loved, which empowers them to learn and to grow in faith, knowledge and fellowship.*

Sawyers Hall Lane, Brentwood, Essex CM15 9BX

Telephone: 01277 223651 [admin@stthomaspri.essex.sch.uk](mailto:admin@stthomaspri.essex.sch.uk) [www.stthomaspri.org](http://www.stthomaspri.org)

Headteacher: Mr D. M. Moran



**BRENTWOOD COLLABORATIVE  
PARTNERSHIP**  
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In preparation for the start of these new menus, please ensure that your completed menu plan is returned to school by the morning of Wednesday **26<sup>th</sup> March 2025** at the very latest, in order that we can place orders for the correct quantities of food.

If your child has particular allergies or dietary requirements we should be able to meet these. It may be advisable to speak to the Catering Manager (Mrs Turner) before signing up and an appointment to meet with her can be made via the School Office. I would like to point out that our kitchen is a nut free environment.

**Criteria for Free School Meals (FSM) eligibility.**

If you are able to prove that you are in receipt of the following benefits you may well be able to apply for free school meals.

To be eligible you must be receiving one of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Child Tax Credit (not Working Tax Credit), with an annual income below £16,190
- Pension Guarantee Credit
- Employment and Support Allowance, income related
- Support under part 6 of the Immigration and Asylum Act, 1999
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit, with a household income of £7,400 or less (after tax and not including any benefits you get)

Applications for FSM must be made online. Further information as well as guidance on the application process can be found at [www.essex.gov.uk/educationawards](http://www.essex.gov.uk/educationawards)

If you are eligible for free school meals, and your circumstances change in any way (such as changing address or school, and registering another child) you will need to contact the Local Authority via [educationawards@essex.gov.uk](mailto:educationawards@essex.gov.uk) and advise them of these changes.

We are all very excited to be sharing these new menus with you and hope you and your children are looking forward to it too! Thank you for your continued support.

Yours sincerely,

Mr Dean Moran  
Headteacher

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