



ST JAMES CATHOLIC PRIMARY SCHOOL, HEBBURN

22nd September 2023

Dear Parents and Carers,

We are delighted to inform you that from Monday 2nd October we can offer our children currently sited at St. Joseph's Catholic Academy and the Emmaus Room a hot school meal option as part of the menu.

Sara and our St. James kitchen staff will be preparing the meals in St. Joseph's Catholic Academy kitchen. We are most grateful to the Chadwick's Kitchen team there for their support.

As you can imagine the co-ordination around making additional meals in an already busy school kitchen requires careful planning and we will be heavily reliant on ordering meals in advance. We therefore ask for your support in ensuring that meals are ordered in advance.

Please find attached a meal booking sheet and menu. This **MUST** be filled in and returned to school on a Thursday each week to order meals for the following week. For example, forms for the week beginning 2nd October should be returned by **Thursday 28th September**. There is an option on the form for packed lunch and if your child would like this option, we need you to have indicated this on the form.

If your form is not returned - we will assume your child will not be having a school dinner either cooked or packed lunch.

Thank you for your support with this booking system.

Kind regards

Mrs. Francesca Heslop
Headteacher

Mrs Francesca Heslop
Headteacher
BSc (Hons) P.G.C.E.

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Bishop Chadwick
Catholic Education Trust



We're working
towards Artsmark
Awarded by Arts
Council England

