



Shoreham Village School  
Church Street  
Shoreham  
Sevenoaks  
Kent  
TN14 7SN  
Headteacher  
**Mrs G Lovatt-Young**  
01959 522228  
[www.shorehamvillageschool.net](http://www.shorehamvillageschool.net)  
[office@shoreham.kent.sch.uk](mailto:office@shoreham.kent.sch.uk)

Dear Parents/Carers,

## SCHOOL MEAL ARRANGEMENTS

Pupils can have either a school meal or bring their own packed lunch. All children have their lunch between 12.00 and 12.30pm. The children eating a cooked school meal are seated at the same table each day with older children and staff available to help younger children.

Children eating a packed lunch eat together and are expected to bring a nutritionally balanced meal with them. Cans and bottles are not permitted and we ask parents to avoid providing crisps and chocolate to help us to maintain our 'Healthy School' status.

**We are a nut free school and packed lunches must be nut free so that we can support our children with nut allergies.** For example, no peanut butter sandwiches.

Our school meals are provided by a catering company called Caterlink who they ensure a nutritionally balanced menu is available each day. An example copy of the menu can be found on the school website. A school meal is £3.15 each day for children in KS2 and free for children in KS1 and Reception.

It is the responsibility of parents/carers to plan for their child's midday meal, so please ensure you register and book the meals that you require in advance, bookings can be made daily, weekly, monthly or termly. **Bookings must be made by 8.00am the morning that lunch is required.**

Parents/carers are required to register with ParentPay and choose their child's meal from the selection available. We advise booking your meals in advance for the term. <https://www.parentpay.com/>

In order to register you will receive an email from school containing account activation details (**new starters will receive this email on their first day at school**), once received please follow the instructions below to create your account:

**How do I activate my account?** <https://parent-support.parentpaygroup.com/hc/en-gb/articles/4410745182481-How-do-I-activate-my-account>

**How to add a child to an existing Parent Account:** <https://parent-support.parentpaygroup.com/hc/en-gb/articles/4410745552273-How-to-add-a-child-or-adult-to-an-existing-Parent-Account>

**How to book a meal:** <https://parent-support.parentpaygroup.com/hc/en-gb/articles/6265244826257--VIDEO-How-to-book-a-meal>



If your child has any dietary needs or food allergies/intolerances, you will need to complete an Allergy and Intolerance Form and inform the school office.

For additional information including Sample Menu please visit the school website:  
<https://www.shorehamvillageschool.net/page/?title=Lunches&pid=30>

For additional support using ParentPay please visit: <https://parent-support.parentpaygroup.com/hc/en-gb>

Yours sincerely

Mrs Gillian Lovatt-Young  
Headteacher

