



Changes to Meal Preference

All years please note : One weeks' written notice is required if you change your meal preference ie: from packed lunch to school meal or vice versa. This applies to ALL children, including those who receive Universal Free School Meals.

This requirement is a Surrey Commercial Services rule (the company who provide school meals) and is in place to prevent either food wastage (from over ordering due to children changing to packed lunches without notice) or insufficient food stocks (due to children changing to school meals without notice).

As well as term time changes, it also means that a change of meal choice taking affect after a school holiday **MUST** be advised in writing a week before the end of the previous term/academic year. If the decision to change is made during the holiday, it will be necessary for the child to continue with their previous choice for the first week of term and for an immediate notification to be given to the school office.

Without this notification, Surrey Commercial Services will have ordered food based on the figures supplied by North Downs at the end of the previous term. If these meals are cooked but not eaten by children who have subsequently brought packed lunches (without giving notice), Surrey Commercial Services not unreasonably still expects payment! This results in embarrassment for the parents who have incurred the debt and for the school staff who must pursue payment. Please avoid any of this difficulty by ensuring you provide a minimum of one week's written notice of any change.