



Dear Parents and Carers,

## Lunchtime meal pre-ordering system for parents and carers

The Arthur Terry Learning Partnership is pleased to confirm that, from Autumn 2023, all parents will be able to pre-order their children's school meals up to a term in advance.

This will allow parents to have full access to meal choices for their children and provides all allergen information, including the option to remove the allergenic choice of food which is unsuitable for the child. The recipes we use will also be available for parents to download and use should they wish.

If you have not done so already, please visit our website <https://atlp.relishop.com/parents/> and register yourself on our free parent portal. This is where you will need to sign in to choose your child's meals. Once you have registered, you will receive an email to verify your details.

Once you have verified your email, you will then be required to locate your child(ren) by completing the details to link your child to your account. Your name will be displayed across the top bar, so please select here to locate your child.

When all the stages above have been completed, from September 1<sup>st</sup>, 2023, the system will go live and you will be able to select from the calendar and choose your child's meals.

Meals need to be ordered by midnight before the day of selection. You cannot pre-order the meal on the morning of that day. If you forget to order a meal, this can still be done at the till during lunch service.

We hope you find this useful and we look forward to seeing your pre-orders coming through soon.

Kind regards,

Harry Matthews,

Catering Operations Manager.

**Our One Trust catering service provides children with nutritious and tasty food which supports their health and wellbeing. Using the best and freshest ingredients, our superb service team have children at the heart of everything we do.**