

# Seghill First School

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Headteacher: Miss T Chappell

**T Together**  
**E Everyone**  
**A Achieves**  
**M More**



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15 January 2018

Dear Parents and Carers

## **Canopy replacement in the school kitchen**

Our school has been identified by Northumberland County Council as needing the canopy replaced in the school kitchen. The current canopy no longer complies with legislation. This work is being organised and paid for by Northumberland County Council and we are one of a small number of schools to benefit from this improvement programme.

### **When will the work start and how long will it take?**

The work will start on Monday 22 January and is scheduled to last for three weeks, ending on Friday 09 February.

### **What will happen when the work is being done?**

While the work is being done the school kitchen will be temporarily closed.

### **What will happen to the children who usually have a school meal?**

We will still be providing a hot meal every day while the work is being done. Mrs Rogage will be preparing the food at another school and the food will be brought to our school and served in the dining room in the usual way. Mrs Rogage will be ordering the food from the usual suppliers and preparing the meals to the same very high standards that she usually does. Two schools in our partnership do not prepare meals in their school kitchens and have this arrangement on a full time basis.

### **Will the menu be the same?**

We have created a one week menu which will be rolled out three times during the three weeks that the kitchen is closed. Mrs Rogage has planned the menu taking in to consideration the preferences of our children and which foods are transportable. We will send out the one week menu to be used while the work is being done later this week.

### **Will my child's specific dietary needs still be met?**

Mrs Rogage has been mindful to ensure that the one week menu she has created will continue to meet the specific dietary needs that she currently accommodates every day.

### **Where will the children eat their lunch?**

The children will eat their lunch in the dining room as normal. They will use the normal cutlery but will eat and drink from disposable plates and cups. Children who have packed lunch will also eat their lunch in the dining room as normal.

### **Is there any change to the cost of meals?**

No, each school meal will cost £2.20 per day as normal.

**What if my child doesn't like the food on the menu?**

Parents can provide a packed lunch for their child. Please inform Mrs Elliott in the school office by the end of this week if you are changing from school meals to packed lunch so we are able to give accurate numbers to Mrs Rogage.

**What if my child wants to have school meals when they usually have packed lunch?**

Mrs Rogage will prepare the number of meals that she is asked to make so children who usually have packed lunch can have school meals. Please inform Mrs Elliott in the school office by the end of this week if you are changing from packed lunch to school meals so we are able to give accurate numbers to Mrs Rogage.

**What happens if the work is not finished by Friday 09 February?**

Although it is never possible to guarantee the completion date of any work, there is a contingency plan for a couple of extra days to complete the work if required during the February half term holiday. The kitchen will have a full deep clean when the work is finished.

**How will the work affect my child's learning?**

Workers will be accessing the kitchen via the kitchen door and I do not envisage that the children will see much of what is being done. The door between the dining room and the kitchen will be locked and the workers will have their lunch at the same time as the children so there will not be any noise coming through in to the dining room while the children are eating. We have had a lot of work done to the school in the last two years so have recent experience of ensuring procedures are in places to safeguard our children and ensure minimal disruption to their learning. If you have any concerns, please report them to me immediately.

Both Mr Taylor and I will be overseeing the work and liaising with colleagues from Northumberland County Council and the contractors to ensure that work is carried out in line with the agreed schedule of work and causes the least disruption to our children. If you have any questions, please do not hesitate to contact me.

Yours sincerely

Miss Chappell  
Headteacher