



13 July 2021

Dear Parents/Carers

From September 2021, we are changing our Catering provider. Whilst this is the second time we have done this in a year, we feel that the new permanent provider, Innovate, will provide an exceptional catering experience for our students.

Ordering Primary Meals

All primary parents who wish their child to have a school meal will need to register on the Caterers website www.ifg-psm.co.uk, where you can order and pay for your child's meal.

On our website you will find a welcome message from Innovate together with additional information about the service they will be providing. <https://www.chichesterfreeschool.org.uk/catering/> You will also find the 'CFS Primary Meals Online Ordering Instructions', which gives full details on how to register. You will need to **create** your own username (which could be your email address) and know your child's class for September 2021 (email from school to parents on Monday 5th July). Please note, all orders for the following week must be placed and paid for by midnight of the previous Saturday. **This is a change to our current arrangements.** The menus will be available for selection from the middle of August.

If your child has a credit on their ParentPay Meal account at the end of the school year, then this will be transferred over to the new caterers. Please bear with us whilst these are manually allocated, which we hope to be done by the middle August.

If you have difficulties setting up your account or ordering primary food, please contact innovate on: primary@impactfood.co.uk

Universal Infant Free School Meals and Pupil Premium Free School Meals

If your child is entitled to free school meals (years R to 2 and those entitled under pupil premium), you will still need to register and order online, as you do currently, and you will need to tick the box stating that you are eligible for free school meals. Please register as soon as possible as the school will need to verify your status for free meals. From the middle of August, you will be able to order meals. If you can only order for the first week of term, please bear with us as we manually verify your status.

Food Allergies

Although we have requested information previously, please the medical diet policy on our website for primary parents and contact the Caterers directly if your child has a food allergy. They can be contacted at primary@impactfood.co.uk

Best wishes

The Primary Team