

Dear Parents, Carers and Guardians

In September 2023 all pupils in key stage 2 attending a state funded primary school in London will be entitled to a free school meal, under the Mayor of London's scheme to support families during the cost-of-living crisis. Funding for this scheme is currently only for the academic year 2023/24 starting in September.

To prepare for this increase in school meal uptake it is important that our school catering provider Caterlink start preparing now. Caterlink are expecting to receive an increased number of special diet requests for children who have allergies which will need to be processed in time for the start of the new term. As Caterlink hold a number of contracts across London this will include not only children from our school and others in Camden but also for a number of other primary schools across London.

Please be aware that it can take up to 6 weeks from the point you submit your special diet request form to Caterlink for a menu to be agreed that meets the needs of your child. This lead in time is important as all requests must be passed through Caterlink's central nutritionist team for approval. This time allows the nutritionists to properly evaluate your child's meal needs and recommend a menu. Whilst all efforts are made to develop menus in as short a timeframe as possible it is important that we take the time to do this properly. If you delay submitting your requirements this could lead to a delay in your child being able to access a school meal. The deadline for submission is **18th July 2023**. If this date is missed Caterlink will do all they can to process your request as quickly as possible but an agreed menu for your child cannot be guaranteed for the start of the new term.

We appreciate your cooperation with this matter.

Kindest regards

Emma Louise Hennessy
Operations Manager
London borough of Camden

Caterlink

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The logo for Caterlink features the word "caterlink" in a bold, lowercase, sans-serif font. Above the letter "i" in "link" is a stylized blue speech bubble icon. Below the word "caterlink" is the tagline "feeding the imagination" in a smaller, lowercase, sans-serif font.

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