



PURBROOK INFANT SCHOOL
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14 September 2026

Dear Parents/Carers

IMPORTANT: SchoolGrid Lunch Ordering Accounts & Important Reminders

We are writing to let you know that from today, we will begin sending out your child's SchoolGrid log-in details via email. These will be coming out at different times of the day so please do not worry if another parent receives their log in before you. Please only inform us if this is not received by Tuesday 15 September. Please check your junk/spam folders etc before contacting us.

As previously advised, our school staff will continue to order your child's lunch manually in the classroom while they are attending on a part-time basis. However, once your child starts **full-time from this Thursday**, you must can their lunch yourself via the SchoolGrid system.

To help us manage this smoothly, please read the following critical guidance regarding allergies and funding:

⚠ Crucial Information Regarding Allergies

Please refer carefully to the previous communication we sent out regarding medical allergies. When setting up your account, **only tick an allergy box if your child has a diagnosed medical allergy or intolerance** to one of the 14 main allergens.

Once an allergy is ticked on SchoolGrid, the system automatically and completely blocks any meal containing that ingredient from being selected. Please **do not tick an allergy box if your child simply dislikes a food**, as this will unnecessarily restrict their menu options.

💰 School Lunch Funding & Wastage Reminders

While all infant school meals are completely free to you as parents, Purbrook Infant School has to pay the catering company directly for every meal ordered. The government funding we receive does not cover the full cost of these meals, meaning any food wastage directly impacts our tightly stretched school budget.

Please take note of our strict operational rules to help us protect school funds:

- **Ordering in Advance:** You can order your child's meals in advance for the whole week. Please do this with your child and remind them of their lunch choice each day.
- **Late Arrivals & Appointments:** If you have pre-ordered a meal but your child is not physically inside the school building **by 9:15 am** (due to a late arrival or a morning appointment), and you have **not** notified the school office in advance, **their lunch order will be automatically cancelled**. In these instances, you will need to provide your child with a packed lunch for that day.

Thank you for your cooperation and support as we transition our new Year R children onto the SchoolGrid system.

Yours sincerely

Mrs L A de Carteret
Headteacher