

# FORM 1

## HEAD TEACHERS Briefing Note – April 2018 Menu

Please find attached a copy of your April 2018 Head Teacher menu pack. Your Head Teacher pack contains the following:

- **Form 1** – ‘Head Teachers Briefing Note’
- **Form 2** – ‘Compliant Menu Template’
- **Form 3** – ‘Alternative Dishes Form’
- **Form 5** – ‘Menu Planning Timeline’

We have created a menu that is fully compliant to the Statutory Food Based Standards and the Soil Associations Food for Life Bronze Catering Mark Award which is attached (**Form 2**) - ‘Compliant Template Menu’.

In addition to the compliant menu we have also included a list of Alternative Dishes (**Form 3**) that can be used to replace any dishes from the compliant menu should you choose.

There is a simple colour coding system that allows one compliant dish to be replaced with another.

Your Unit Catering Manager has been fully briefed on the menu planning process and will be arranging to speak with you or the schools nominated person to discuss the menus and the options that are available.

The April 2018 menu cycle has a number of new recipes; 14 in total including Traditional, Halal, Vegetarian and Desserts. This will take the number of brand new dishes (excluding improved recipes) introduced during the last two menu cycles to 19.

It may seem early, but to achieve our menu planning deadlines, we ask that menu changes are made before the 26<sup>th</sup> January 2018 to allow time for amends, print production and dispatch in plenty of time for the April 2018 menu cycle.

We would also ask that your Unit Catering Manager be invited to attend any school council meetings that will take place to discuss the April 2018 menu. This is to ensure pupils are fully engaged with menu and product development and to directly feedback to the on-site Unit Catering Manager any views pupils may have.

We have attached a copy of the ‘Menu Planning Timeline’ (**Form 5**) to show the key milestones that need to be met to ensure the menu planning process runs smoothly. Should you have any queries, please speak to your Unit Catering Manager.