

Dear Parents,

I am writing to inform you of an important change to our toast and milk provision that will take effect from September.

Due to operational challenges with our current system, we will no longer be able to offer daily selection and purchase of toast and milk. Our suppliers require advance ordering, and we have been experiencing significant issues with both wastage and insufficient quantities when relying on daily demand. To ensure consistent provision for all pupils, we must move to a pre-payment system.

From September, parents will need to pay for toast and/or milk for half a term in advance through the Arbor system. The costs are as follows:

- Toast: 25p per day – Autumn Term 1 = £9.50 for everyday
- Milk: 25p per day – Autumn Term 1 = £9.50 for everyday
- Toast and milk combined: 50p per day – Autumn Term 1 = £19.00 for everyday

These payments will guarantee that your child receives the items you have paid for every day up until **Friday 24th October**, which is when we break up for half term. Following the October break, a new payment schedule will be established for the period leading up to Christmas.

This new system will enable us to order the correct quantities from our suppliers in advance, ensuring that every child who has paid receives their toast and/or milk daily without the uncertainty and waste we have previously experienced.

Please ensure that payments are made through the Arbor system before the start of term to secure your child's provision. **Please note the new Arbor system does not allow us to book on a daily basis so this will now be book half termly. Once booked we cannot issue any refunds.** If you have any questions regarding this new arrangement, please do not hesitate to contact the school office.

Thank you for your understanding and cooperation with this necessary change.

Yours sincerely,
Sarah Clowes
Principal
Our Lady & St Benedict Catholic Academy

Our Lady and St Benedict Catholic Academy, Abbey Lane, Abbey Hulton, Stoke-on-Trent. ST2 8AU
Telephone: 01782 234646 E-mail: office@olsbprimary.org.uk