

**Tony Clements**  
Interim Assistant Chief Executive  
(External Partnerships)

**John Ledgley**  
Head of Newham Catering &  
Cleaning Services

Ask for: John Ledgley

Your Ref:

Our Ref:

Date: 5<sup>th</sup> February 2015

Dear Colleague

**Primary School Menus**

Please find attached a copy of the next set of menus. These menus are compliant with the School Food Standards that came into effect in January 2015

We aim to issue copies for each pupil, and are hoping that these can be prepared in time for when the menus are due to start, Monday 11<sup>th</sup> April 2016.

In order to achieve this, please look at your menus and agree any changes with your Cook Supervisor and Area Manager then either post, fax or e-mail your changes together with the signature strip on the following page. This will indicate that you have seen and agreed any alterations before we pass the menus to the printers. Should there be any issues around compliance, having received your changes, we shall make contact with you to discuss them.

Could you please indicate your requirement for halal meat (if applicable), and if beef can be served at your school.

The return date needs to be Friday 26<sup>th</sup> February 2016 at the latest in order to achieve this.

Please do not hesitate to contact me should you have any questions regarding this issue. Thanking you in anticipation of your assistance.

Kind regards  
Yours sincerely,

**John M Ledgley**  
Head of Newham Catering and Cleaning Services

**Please complete & return by Friday 26<sup>th</sup> February 2016:**

Name of School \_\_\_\_\_ Date \_\_\_\_\_

Menu Agreed/Changes made (signed) \_\_\_\_\_

Halal / Non – Halal\*

Beef Allowed / Not allowed\*

*\*(Please indicate preference)*

Additional Comments: