



LUNCH PROTOCOL 2022-2023





Our goal with this policy is to be able to clarify all your queries about school lunches at Hastings School.

Summary

- The school offers menu adaptations to students according to their personal needs.
- Dining is a monthly service and we do not offer single days.
- Students are not allowed to bring a packed lunch to school.

Policies

Nursery and Primary

All students must eat at school and must not bring food from home. Exceptions must be individually approved by the Head of Primary.

Secondary

From Year 7 to Year 10 inclusive, students must either eat at school or go home for lunch. They may not go to local restaurants. The lunchtime extra-curricular programme is only available to those who eat at school.

Nexus

The Nexus building (MM8) has a smart vending corner on the fourth floor exclusively for students in the school. Hot food is available at lunch time in the dining room on the ground floor.

Starting with Year 11, students can leave school during the lunch break if written, signed consent has been received.

Allergies, intolerances, and dietary restrictions

Families must inform the school about each student's allergies. The Admissions Department should be informed during the registration process at the school. In case of development of any conditions once your child has started at Hastings, please contact the relevant secretary.



Frequently asked questions

Where does the food come from?

The food is prepared daily in our kitchens with fresh and high-quality products. Our supplier, Ayre, is responsible for the management of kitchen staff and the purchase of food.

Where is the monthly menu published?

The menu is published on the school website on the first day of each month. It is located under "School Life".

Can my child bring food from home?

No. Hastings School offers a wide range of options and alternatives to the original menu and can adapt to the student's individual dietary requirements. For this reason, and for health and safety reasons, students are not allowed to bring food from home.

What happens if my child has a specific dietary requirement?

If a student needs a specific diet, parents will be asked for a meeting to explore the options.

The medical note will need to be updated each year.

Parents who have previously submitted a medical report for packed lunch exemptions, will need to meet with the Head of Primary/Secondary and the Head of Operations to discuss their child dietary needs before the start of the academic year. **Ayre** has clearly demonstrated their ability to meet all dietary needs in 2021-22.

Who creates the menu at Hastings School?

Our menus are designed and approved by our supplier's team of nutritionists, Ayre. The primary menus follow the *Comunidad de Madrid*'s school lunch requirements.

Can students propose ideas to the menu?

Students in Secondary can join the Food Committee which meets monthly with Operations to propose ideas, suggestions, and requests.



What is included in picnics when there are excursions?

All students who have requested the dining service will receive a packed lunch when they spend lunchtime outside school. The contents of the menu will be adapted to the student according to their needs.

- 1 sandwich for a snack
- 1 baguette for lunch
- 2 pieces of fruit (apple and banana)
- 1 carton of juice

What health measures are you carrying out?

- Tables and chairs are cleaned and disinfected after each use.
- Hydroalcoholic gels are provided at the entrance to the dining room.
- The dining rooms are equipped with air purifiers that control air quality. We also run measurements of CO2 during the service.

Whom should I tell if my child requires a special diet sporadically?

Please inform the appropriate secretary (details below) and CC operations@hastingschool.com

Departamento	Nombre	Correo	Teléfono
Operations	David Rodriguez	operations@hastingschool.com	+ 34 672652509
Azulinas Secretary	Fiona Duncan	azulinas.secretary@hastingschool.com	+ 34 910107060
Paseo de la Habana Secretary	Ana Encinas	habana.secretary@hastingschool.com	+ 34 913590621
Bendición de Campos Secretary	Suzanne Brünning	bendicion.secretary@hastingschool.com	+ 34 910107062
Sobradíel Secretary	Beatriz Boiso	sobradiel.secretary@hastingschool.com	+34 918316198
Lorenzo Solano Tendero Secretary	Brenda González	lorenzo.secretary@hastingschool.com	+34 918316318
MM8 Secretary	Adolfo Fernández	mm8.secretary@hastingschool.com	+ 34 910107060



How can I sign up for the dining service at the school

Students from Nursery through Y10 in Secondary are enrolled automatically. For Secondary students in Y11-13, please email us at operations@hastingschool.com if you would like to use our services.

Can my child eat on individual days at the school?

We only offer a monthly service; we do not offer single day services.

How can I cancel the dining service at school?

For Secondary students only (Y11-13): Please contact operations@hastingschool.com at least 10 days in advance.

How can I contact the school lunch team?

Contact us at operations@hastingschool.com for any queries or suggestions.

Commented [HH1]: If it is compulsory, should not Y7 to 10 also be signed up and parents request to withdraw?

Commented [EH2R1]: [@Helen Ormerod - Hastings](#) Two pairs of eyes see more than one. I have added some wording, see if you agree. Thank you for your help :)

Commented [HH3R1]: [@Ebina Hedderich - Hastings](#) happy to help. I think that is good to go!