



LUNCH PROTOCOL 2023-2024



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

Early Years 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.

Yr 7 to Yr 10

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.

Yr 11 to Yr 13

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 here <https://www.hastingschool.com/healthy-food-choices/>.

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 2022-2023.

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.

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.

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

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

Department	Name(s)	Email address	Telephone
Operations	David Rodríguez	operations@hastingschool.com	+ 34 672652509
Azulinas Secretary	Giovanna Truppo	azulinas.secretary@hastingschool.com	+ 34 910107060
Paseo de la Habana Secretary	Ana Encinas	habana.secretary@hastingschool.com	+ 34 913590621
Bendición de Campos Secretary	Susanne Brünning Nerea Cacedo	bendicion.secretary@hastingschool.com	+ 34 910107062
Sobradíel Secretary	Beatriz Boiso	sobradiel.secretary@hastingschool.com	+34 918316198
Lorenzo Solano Tendero Secretary	Bianca Monk Christian Carretero	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 Pre-Nursery through Y10 in Secondary are enrolled automatically. For students in Y11-13, please email us at operations@hastingschool.com if you would like to use our lunch service.

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 (Only for students Y11-13)?

Please contact operations@hastingschool.com at least 10 days in advance. The school lunch service will be billed by whole or half months so if the 10th day of notice falls on the 15th or before, you will be billed half month and if it falls after the 15th the whole month will be billed.

How can I contact the school lunch team?

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