



1 September 2026

Dear Families

School Meal Ordering and Menus

Welcome back! We hope you have had a great Summer.

As we begin the new term with Aspens as our school meal provider, we would like to remind you of the arrangements for ordering meals.

Pre-ordering Meals

All school meals must be **pre-ordered in advance using Arbor**.

Please ensure you log in and select your child's meal choices ahead of time to guarantee availability. To place an order:

1. Log in to your **Arbor account** [Logging In to the Parent Portal & Parent App – Arbor Help Centre](#)
2. Select **Meals**
3. Choose your child's options for the required dates.

Please note, your child's meal balance **must be in credit before** you will be able to pre-order so you may have to top up your balance before you choose their meal.

There is a cut-off time for ordering for that day of 8.50am but you are welcome to order for the whole week which will greatly assist the kitchen.

Please note that once the deadline for ordering has passed (8.50am on the day) you can see, but no longer edit your meal choices.

Menus

Please find attached the latest Aspens menus, which include a variety of nutritious and balanced meal options. We encourage you to review these with your child to help them choose meals they will enjoy.



Meal Charges Reminder

- Meal price for 2026/27: £2.80 per day / £14 per week
- Universal Infant Free School Meals (UIFSM): All children in Reception, Year 1 and Year 2 are automatically entitled to free school meals. Families do not need to apply for this.
- Free School Meals (FSM): Families who qualify will continue to receive meals free of charge. If you think you may be entitled to Free School Meals please click the link below for more details and to apply:

[Apply for free school meals](#) | [Newcastle City Council](#)

If your child is eligible for free school meals, you would still need to pre-order but no payment will be required. This is also applicable to those children in Reception, Y1 and Y2 who are eligible for Universal Income Free School Meals.

If you need any support accessing Arbor or ordering meals, please contact the school office.

Meal Patterns

You will no longer be required to adhere to a meal patterns meaning children no longer have to stick to either school meal or packed lunch for the half-term.

Children with Allergies

Aspens check the details of children with allergies and recommend an alternative menu. We will contact you separately if your child has been highlighted and will provide you with the menu. When you pre-order your child's meal, only the alternative menu will be available for you.

Thank you for your cooperation and support. We look forward to a positive start to the term and to pupils enjoying their school meals with Aspens.

Please note Nursery and Reception children will not start to have school meals until w/c 7 September (next week).

Yours sincerely

Mrs J Phillips
Administrative Assistant