



Dear Colleague.

### **Managing Potential Food Supply Disruptions**

I hope that you have had a good start to the new school year and that you have not been too severely disrupted by the ongoing impact of the Covid pandemic. I am writing to you to reassure you that we are working very closely with our suppliers to maintain adequate food supplies, but also make you aware that there may be some minor disruption over the coming months.

We are experiencing a number of challenges in terms of reduced supply of some product lines and also our suppliers are advising of potential delivery driver shortages over the coming weeks which they anticipate may impact on our normal delivery schedules.

We have a long established relationship with our suppliers and work incredibly closely with them to avoid any impact and they have advised that whilst there may be some disruptions they are confident that they can continue to provide to our requirements albeit this may require us to accept/change certain product lines should they become unavailable in the short term.

Our business continuity plan is in place and we do not envisage at this point that there will be any significant disruptions to food supplies but on occasions there may need to be minor amendments to our normal menus and we would ask for your support by accepting short term minor menu amendments.

We are working with suppliers, with our dietitians and management team to look at all possible solutions to ensure we continue to deliver our freshly cooked healthy meals, and to ensure all of our special diet pupils are catered for during this period of uncertainty.

We currently produce in excess of 33,000 meals a day and are confident that all pupils will continue to have access to a great school lunch each day but do feel it is important that we share the emerging situation with you at this time.

We will keep you abreast of the situation and should we have any further concerns regarding continuation of disruptions or indeed consider the situation to have a greater impact than at present we will of course let you know at the earliest opportunity.

Yours sincerely,

**Jackie Manship**  
Catering Manager