

Thursday 1st October 2026.

Heating and reheating of food

Dear Parent / Carer,

I write to clarify our position in relation to the heating of meals using microwave ovens. As our staff have received food hygiene and safety training and, given our appreciation of the dietary needs and requirements of our students, we are more than willing to heat meals in this manner. However, **this can only be carried out with the expressed agreement that neither the school nor its staff will in any way be held responsible for any action which may arise as a result of us doing so.**

To facilitate the process of heating meals, I kindly ask that you provide specific instructions as to the length of time that each meal should be cooked for, and any special information that may be of further use. This should be completed using the attached table. We in turn will adhere to this advice and keep a record of it. We will also ensure that all food is tested with a heat probe to guarantee that it has reached the required temperature for consumption. **As an aside, you are no doubt aware that we are unable to re-heat food items that have already been cooked, such as rice and pasta, on the grounds that it is unhygienic to do so.**

I thank you for your support in this matter, and ask you to complete the slip below, as well as the attached table, if you wish us to heat meals for your son / daughter using a microwave oven. If you have any further questions, please do not hesitate to contact me.

Yours sincerely

Tim Williams
(Headteacher - Loose)

I give permission for meals to be heated in a microwave for my son / daughter. I understand that **neither the school nor its staff will in any way be held responsible for any action which may arise as a result of this being done.**

Signed: _____

Printed: _____

Student's Name _____

Date _____

Please heat the following foods, for the stated amount of time, and in light of the additional instructions provided.

Food (e.g. casserole)	Time To Be Heated For (e.g. 4 minutes)	Additional Instructions (e.g. microwave wattage)

Signed: _____

Printed: _____

Student's Name _____

Date _____