

South Hill Primary School Early Years Foundation Stage 2026 – 2027

Building Character, Learning Together



Information for Reception Year at South Hill Primary School

Welcome to Reception

Introduction

We are pleased to welcome you and your child to the Reception classes of South Hill Primary School. Beginning full time education is a significant event in the life of a four year old, as well as for their parents and carers. We hope to make the transition into South Hill an exciting and positive experience.

This booklet is a guide to what you can expect in the Foundation Stage of South Hill Primary School. We hope that it will provide some useful information that will help your child to settle quickly into their new school setting.

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Meet Our Team



The Early Years Foundation Stage consists of Wrens and Robins class.



Mrs Albrey
Robins Teacher
EYFS Leader



Mrs Smith
Teaching
Assistant
Robins



Miss Knapp
Teaching
Assistant
Wrens and
Robins



Miss O'Grady
Wrens Teacher



Mrs Khan
Early Years
Practitioner
Wrens

How to contact us

A member of the Early Years team will always be available to talk to in the morning if your need is **brief**. Class Teachers and Teaching Assistants will also be available at the end of each day if you have a **brief** concern or query. **In the interests of safeguarding your children, please wait until ALL children have been dropped off / picked up before speaking to us.**

You can also call or email the school office to pass a message on to your child's teacher. If you would like to make an appointment with a class teacher or a member of staff regarding a persistent concern or unanswered question, please do so through the school office.

School Office: Tel 01442 402127 Email admin@southhill.herts.sch.uk

How we contact you

Please ensure the office has at least 2 up to date contact numbers at all times, as young children can become ill during the day, and we will need to contact you.

A weekly school newsletter will be sent out by email each Friday to inform you of relevant events at school as well as future diary dates. Teachers will send out messages and reminders on ClassDojo during the week. (An email invitation to sign up to ClassDojo will be sent to you early into the autumn term). Any other letters or messages are usually sent via email or class dojo during the week.

If your child is given **first aid** during the day, a white first aid form will be put in your child's book bag. Your child may also be given a sticker saying 'I've bumped my head'; this is to remind adults at school and you, to keep an eye on them. For anything more serious, we will contact you by phone.

Transition

From Nursery to Reception

We aim to ensure a positive and calm transition to South Hill for all children. Children and parents/carers are invited to a 'Stay and Play' transition session during the Summer Term 2026. Here children will be able to explore their new learning environment at South Hill and meet the adults that will be working with them. It also provides an opportunity for parents to meet and get to know each other.

If possible, a member of the Early Years team will also visit your child in their current nursery or pre-school, to see them at play in a familiar environment and to speak to the adults who work with your child. If we cannot visit in person, we will be in contact with nursery staff to gain all the information we need to prepare to welcome your child to school.

How can you help your child?

In Reception, we encourage children to become independent and develop self-help skills. We would be grateful if you could prepare them for this by ensuring that your child has developed the following important skills by September –

- Dressing and undressing themselves. (tip – buy pull on trousers).
- Taking shoes off and on. (tip – buy shoes with Velcro fastenings).
- **Using the toilet independently (including wiping!) and asking to go there.**
- Washing their hands.
- Recognising their own name, or even just the first 3 letters.
- Using a knife and fork safely.
- Sharing toys.
- Holding a pencil in a tripod style grip to control it.
- Able to draw lines and shapes on paper.
- Singing some nursery rhymes.
- Listening to and respecting adults.
- Following simple instructions, e.g. put on your shoes.

We will always help children who need support with any of the above, but your additional support at home is expected, appreciated, and makes a huge difference to a successful school transition.

Most importantly your child needs to be able to use the toilet themselves, as unlike nurseries, we do not have staff on hand to help them every time they need to go.

Ready For School?

Try and practise as many of the activities below as you can before September. This will help your child's readiness for school but, more importantly, will be fun!

Find out what is going on at your local children's centre



Visit some local parks or woods



Join the local library



Practise cleaning yourself independently after using the toilet



Practise washing your hands with soap independently



Practise taking your coat off and putting it back on



Play a board game and practise taking turns



Practise your journey to school



Practise putting your uniform on and taking it off



Practise putting your shoes on and try wearing them for a day



Practise carrying your food on a tray and eating with a knife and fork



Learn to sing a number rhyme



Share books with an adult



Share your toys with a friend



Try a variety of fruit – prepare this yourself



Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) is the developmental stage in your child's life between birth and the age of five. At South Hill School your child will begin the last part of the Early Years Foundation Stage, known as Reception.

Children will be taught skills and knowledge through playing, talking, observing, planning and questioning, experimenting, testing, and small group teaching. The Foundation Stage prepares children for learning in Key Stage 1.

There are seven areas of learning in the EYFS -

The three Prime areas -

- Communication and language
- Physical development
- Personal, social and emotional development

The four Specific areas -

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

These seven areas are used to plan your child's learning and activities. The curriculum and planning are designed to be flexible so that we can follow your child's unique needs and interests.

Play underpins the learning and development of all young children.

Most children play spontaneously, although some may need adult support. It is through play that they develop intellectually, creatively, socially, physically and emotionally. Children will have access to indoor and outdoor environments, where they will be given opportunities to learn through play, with well-planned resources and challenges, based on their interests, fascinations and classroom learning. Adults will be there to observe, facilitate and develop children's language and play skills, while extending their skills and knowledge - we watch what they are doing and join in with them following their interests and lines of enquiry.

As children grow and mature, learning will become more formal and directed, to prepare them for Year 1.

What are the Early Learning Goals?

At the end of the Reception year your child will be assessed against a set of targets called the Early Learning Goals, to determine their level of development and their readiness for year 1.

Most pupils will achieve these goals by the end of the Foundation Stage.

Some children may still need to work towards these goals by the end of Reception so may need support in Year 1. Teachers will keep you informed about your child's progress and next step learning targets throughout the year.

The School Day

Although the timetable changes over the year, here is an overview of the types of activities that will take place during a day in Reception:

- **Family reading time each morning at 8.40am**
- **Adult-Led Learning sessions through the day, e.g. a maths or English group**
- **Child Initiated Learning indoors and outdoors throughout the day.**
- **Phonics session**
- **PE**
- **Circle Time**
- **Story Time**
- **Daily Reading**

Child Initiated Learning

This is also known as independent play and is vital in your child's development. After adult-led teaching in small groups, the children freely access the environment to practise and embed the skills they have been taught. Children do this independently at times and with adult guidance at others, in a play environment.

Children will be playing and learning outside in all weathers so your child should have a waterproof coat and strong school shoes every day.

Useful Links

What to expect when. A parent's guide:

<http://www.foundationyears.org.uk/2015/03/what-to-expect-when-a-parents-guide/>

Parent's Guide to the Early Years Foundation Stage Framework:

http://www.foundationyears.org.uk/files/2015/01/EYFS_Parents_Guide-amended1.pdf

Read Write Inc:

<http://www.ruthmiskin.com/en/read-write-inc-programmes/>

Pure sound pronunciation:

<http://www.ruthmiskin.com/en/resources/sound-pronunciation-guide/>

Phonics games:

<http://www.phonicsplay.co.uk>

Please also look at the South Hill website under Early Years for the following documents: 'Ready for School' and 'Supporting your Child's Transition into School', the Long Term Plan for Reception and a host of other information.

Dates to Remember Before End of July

Date	Meeting	Who should attend
Thursday 25 th June 9.15-10.30am	Induction Meeting	Parents/carers only, no children
Thursday 25 th June	Paperwork and copy of birth certificate to be completed and returned to school	Deadline
Thursday 2 nd July 11-11.45am Green Group	Stay and Play Session (invitation to be confirmed)	Parent and child only, no siblings
Thursday 2 nd July 2-2.45pm Yellow Group	Stay and Play Session (invitation to be confirmed)	Parent and child only, no siblings
Thursday 9 th July 9.30-11am	Transition morning	Children only

If your child has any dietary requirements, please complete the application as soon as possible, as this must be approved by the school and kitchen staff before a personalised menu can be issued. We can not approve applications through the summer holidays.

Please complete this link if your child has any dietary requirements.

<https://specialdiet.citrus.online/>

Order milk via Dairy Link www.dairylink-uk.com before the end of August

Order School Uniform as soon as possible to ensure delivery before school commences.

<https://www.mapac.com/education/parents/uniform/southhillprimaryHP1>

Provide a copy of your child's birth certificate.

Make sure to attend your allocated Stay and Play sessions as well as the Induction morning to ensure your child starts school happily in September.

The First Week of School

To create a calm and happy transition into Reception we will follow a reduced timetable for the first week of school. Your children will be divided into yellow or green group – your teacher will tell you which one they are in.

Tuesday 1st September is an Inset day, which means teachers come to school for training, **but your children do not come to school.**

Your child is in **yellow** group or **green** group. Please follow the timetable below.

	AM	PM
Wednesday 2 nd	Green group children 8.40am – 11:30am	Yellow group children 1.00pm – 3.00pm
Thursday 3 rd	Yellow group children 8.40am – 11:30am	Green group children 1.00pm – 3.00pm
Friday 4 th	All children come to school for the morning only, at 8.40am, and stay for lunch. They can bring a packed lunch, or you can order a school dinner. (See how to order your child's lunch on page 12. Lunch must be ordered by 8am on this day, but you can pre-order a few days in advance.) Parents are invited to come and help their child have lunch in the dinner hall at 11.15am. You then take your child home at 12pm. If you are unable to come for lunch, please collect your child at 12pm from the school office.	
Monday 7 th	All children start school full time this morning, 8.40am – 3.15pm	

Daily Morning Routine

You and your child enter the school through the door nearest the Reception classrooms between **8.40-8.50am**. If you arrive later than this time, the door will be shut, and you must go to the main entrance and sign in. **The register will be taken at 8.50am.**

Children hang up their coats and bags on their pegs. If they are having a packed lunch, they put this on the trolley. **Please ensure your child brings a filled water bottle to school each day, this will be kept in the classroom and must have the child's name on. Water only, no juice.**

Children then come into class with you, find a quiet area and spend time reading a book together with you. This is a calm, focused reading time, NOT time to play. Please keep any siblings with you. If you cannot come in to read then do not worry, we will make sure your child reads with us or another family. The bell will be rung at 8.50am. Please leave promptly so we take the register. This 10 mins reading each morning makes a massive difference to progress.

Home Time Routine

At the end of the school day children will leave from the same Reception door at **3.15pm**. The teacher will call the child once they can see a parent/carer. We encourage the children to be patient and wait their turn and appreciate your co-operation. While at first this may take some time, it is imperative for the children's safety that staff can clearly see carers before children are let out. Thank you in advance for your patience. To help make this process as smooth as possible we ask that:

- **Wrens** parents stand in a visible area on the sloped path.
- **Robins** parents stand opposite the door under the roof.

We appreciate that you may need a **quick** chat with your class teacher at pick up or morning drop off, to pass on a message or information – **please do not** do this at the doorway when children are being released from class. For safeguarding reasons, we need to see that each child has reached their parent safely. You must wait until all children are dismissed or your teacher decides it is time to pop out and talk to you. Thank you for your understanding.

If a different person is picking up your child on a particular day, please notify a member of the Early Years team or phone the school office. Children will not be allowed to leave the school with an adult if the school have not been notified by the parent or carer beforehand.

Reception children can start Breakfast Club week commencing 7th September allowing them time to settle into school during the first full time week. To book, please contact Claire's Club directly either by email clairejelfs@outlook.com or 07828 770197. If your child is attending breakfast club, they will be brought to the classroom by breakfast club staff.

Your child can start going to after school club the week commencing 7th September. To book, please contact Claire's Club directly either by email clairejelfs@outlook.com or 07828 770197. If your child is going to **after school club**, they will be taken to the club by a member of staff.

Home Learning

Any home learning and teacher/school contact will be put in your child's ziplock book folder, which we will give out after about 3 weeks, with their first Power reading book. It is important that you look in this bag every day.

In Autumn 2 we will start to send home a Home Learning Book with suggested activities, but for the first half term it is important that you help your child with their phonics sounds and reading. Please see below.

Learning To Read

The most important skill for lifelong success

At South Hill we have developed **The 3 Ps** –

P for Power –

Power books are story books that help children use their phonics skills. Each child will begin with a picture book. This is to develop speaking and storytelling skills. They will have a reading record book – you are expected to read their Power book with them 4 times a week and sign and date the reading record book. We will also read it with them and change their book each week.

P for Pleasure –

Pleasure books are chosen by the child each week during our visit to the school library. They are for you to read together to promote a love of reading.

P for Prime –

Prime books are linked to the RWI scheme and help children embed phonics skills. We will start to give out Prime books later in the term.

During the first half term we teach your child to read and write the sounds of the alphabet, and how to blend those sounds into three-letter words.

We use a method called **Read Write Inc.** (RWI)

Please google this and watch the many helpful clips online so you will be able to work in partnership to give your child a flying start.

We will also be hosting a short RWI workshop in September to help you understand our system and join in with us at home. We will send the date out as soon as your child has started school.

Parents as Partners

We recognise parents and carers as the child's first educators and expect to work in partnership with you to ensure the very best start in their learning journey.

Tapestry - Online Learning Journals



Observations, photos and videos of your children will be available for you to view on the Tapestry platform. This is a secure online learning journal which you will access with a username and password unique to your child. This enables you to regularly see what your child has been learning and you will be able to comment and contribute. After a few weeks at school, you will be sent a link via email asking you to log in to your child's account. Please do so promptly as the link is time dependent.

WOW Moments

We would love for you to contribute to your child's learning journal throughout the year by uploading 'Wow Moments'- moments at home or out and about that you recognise as being important to your child's development (for example - riding a bike without stabilisers for the first time, recognising numbers 1-10, writing independently, turn taking and sharing etc). These can vary for each child as every child is an individual and will learn different skills at different times.

ClassDojo

We use ClassDojo as a message platform between families and school. The Reception staff will post reminders of activities, events, school news and so on each week. It is very important that you sign up to this private and secure platform so that we can stay in contact and you can take part fully in the life of the school. You will be given details of how to sign up in September.

Parent/Pupil Workshops

Parents/carers will be invited into school to work alongside their children and Early Years staff throughout the school year. Details will follow in the autumn term.

If there is a particular theme, subject or topic that you would like help with, please speak to us and we will try to facilitate this.

Classroom Volunteers

We are always looking for volunteers to help in our Reception setting. If you are available on a regular basis to help with reading/art and craft small group work/admin tasks etc, please let your child's class teacher know. You will need to have a DBS check for safeguarding reasons, but after that we would love to have you help us. Please speak to the office about the DBS check.

Snack and Lunch Times

School Fruit and Veg Scheme

Children at South Hill School are entitled to receive a free piece of fruit or vegetable each school day under the Government's School Fruit and Veg Scheme (SFVS).



It provides one of their 5 A Day portions, and the scheme also helps to increase awareness of the importance of eating fruit and vegetables, encouraging healthy eating habits that can be carried into later life. Children can help themselves to their snack during the morning alongside their classmates to encourage a sharing, calm, social time.

Milk



Children are entitled to free milk if they are 4 years old. Once the children are 5 you will need to pay for their milk. Please complete an online application if you want your child to have milk - see the letter from Dairy Link for further information.

School Dinners



All children in Reception class and Years 1 and 2 are entitled to free school meals (Universal Infant Free School Meals), which is funded by the government.

Herts Catering, our catering company, provides healthy, balanced meals for children at South Hill School. The menu works on a three-week rota and is also changed twice throughout the year. A copy of the menu is included in your information pack. All meals must be pre-ordered before 8.00am on the day of consumption. You can order a few days//weeks in advance if you prefer.

To order a school dinner you must download the School Gateway app.

Schoolgateway



- Log into the app.
- Click **lunch money** (Don't worry, you will not have to pay any money as this is free for Reception children).
- Scroll up to make or view a meal booking.
- Scroll along to choose the day you wish to make a booking.
- Choose what your child would like to eat. Click on it and it will become highlighted. Press on it again if you have chosen the wrong item.
- Then click on confirm booking.
- If your child is absent for any reason, please remember to cancel their lunch booking.

Packed Lunches

If you choose to provide your child with a home packed lunch, we ask that you follow our healthy eating guidelines suggested by the NHS.

- sandwiches/wraps/pitta bread – ham, cheese, tuna, egg, cheese spread, Marmite **(no jam or chocolate spread)**
- oat cakes
- vegetable sticks
- fruit – it may be easier for this to be cut into pieces
- water or a carton of fruit juice **(no fizzy drinks please)**

Further ideas at: <http://www.nhs.uk/change4life/Pages/healthy-lunchbox-picnic.aspx>

Please be aware that **South Hill is a nut free school.**

Important School Links

The following links are important to the school and are used frequently by our parents. Please take a moment to follow the links below to help with your transition journey for communications, uniform and payment requirements to the school.

South Hill website

<https://www.southhill.herts.sch.uk/>

Uniform link - Mapac

<https://www.mapac.com/education/parents/uniform/southhillprimaryHP1>

Below is the link for the school calendar, you will receive a newsletter every Friday which contains important information.

<https://www.southhill.herts.sch.uk/calendar>

Please complete this link if your child has any dietary requirements.

<https://specialdiet.citrus.online/>

This is our school communication app, and how you will be able to order school dinners, pay for class trips and book places for clubs. Only available to join when your child has started with us in September.

<https://login.schoolgateway.com/0/auth/register>

We use the ClassDojo app, please download this on your phone and you will receive pictures information from the school/teacher.

<https://www.classdojo.com/en-gb/>

School Uniform

At South Hill School we believe that smart, clean school uniform plays a key role in providing a sense of belonging and identity to the pupils in our school community, as well as promoting consistency, respect and routine. The purpose of this policy is to set out the expectations for parents and carers, staff and pupils in relation to school uniform, and identify what is and is not appropriate to wear to school.

- Uniform may be purchased online from our school supplier Mapac, including items with the school's crest (please be aware that ordering uniform from Mapac can take up to two weeks).
<https://www.mapac.com/education/parents/uniform/southhillprimaryHP1>
- Non-branded items may be purchased from a variety of retailers.
- Pre-loved uniform is available from the school/PTA. Please contact the school office.
- Please note – you do not need to buy uniform with the school logo.**

School uniform - clothing

- White blouse/shirt or white polo shirt (with or without school logo)
- Bottle green sweatshirt, bottle green cardigan or bottle green fleece (with or without school logo)
- Grey skirt, grey pinafore, grey shorts or grey trousers
- White, grey or black socks, or grey or black tights
- Green and white striped or checked school dress or grey or white and green checked playsuit



Outdoor wear and school bag

- Warm, waterproof coat for outdoor breaktimes and lunchtimes
- Sun hat or cap
- Reception and KS1 pupils** must have a book bag or rucksack, preferably in green or black
- KS2 pupils** must have a rucksack, preferably in green or black

School shoes

- Smart plain black school shoes, plain black trainer shoes or plain black trainers. (examples below)
- Plain black sports trainers with a black sole and a black logo. (examples below)



PE kit for all pupils (to be worn ONLY on PE days)

- Bottle Green PE T-shirt (with or without school logo)
- Plain black or bottle green shorts
- Plain black or bottle green joggers
- Black, white or black and white sports trainers



Hair - All pupils with **hair below the shoulder** should have their **hair tied back in a ponytail**.

Nail Varnish – Nail varnish is **not** permitted.

Earrings – Plain, small, gold or silver ball stud earrings only.

No earrings should be worn on PE days. If they are, **pupils are responsible** for removing earrings or taping them up.

Jewellery - **No other jewellery** to be worn (with the exception of religious artefacts, which must be removed for PE).



Please name all school uniform, so that it can be reunited with its owner if it is mislaid. Unnamed lost property is regularly displayed outside the KS1 entrance by the hall. Unclaimed uniform is disposed of at the end of each term.

Term Dates

South Hill Primary School - Term and holiday dates Sept 2026 - August 2027.

These dates are posted on the South Hill Primary School web site, under the Information for Parents section and included in your information pack.

Inset days are for teacher training and the school is not open to children on those dates.

Please ensure that your child is in school every day unless unwell. If your child is unwell you will need to contact the school office in the morning. Please refer to our Attendance Policy on the school website.

Sniffs, coughs etc. are a normal part of school life and your child can usually come to school with these. If they get a temperature or seem unwell, rest assured we will call you to come and pick them up.

South Hill Primary School Term and Holiday Dates 2026/2027

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Breakfast and After School Club



BREAKFAST AND AFTER SCHOOL CLUB

PROFESSIONAL WRAPAROUND CARE SINCE 2015

**Based onsite at South Hill
Primary School**

Open from 7:30am until 6pm

**Please contact
clairejelfs@outlook.com or
0782 8770197
for more information**

Ofsted Registered, all childcare voucher schemes accepted

**Holiday Clubs also available for 5 weeks
of the year.**



Summer Term Lunch Menu

Available until October Half Term



Hero Summer Menu 26

● WEEK 1: 13 Apr, 5 May, 1 Jun, 22 Jun, 13 Jul, 1 Sep, 21 Sep, 12 Oct ● WEEK 2: 20 Apr, 11 May, 8 Jun, 29 Jun, 20 Jul, 7 Sep, 28 Sep, 19 Oct ● WEEK 3: 27 Apr, 18 May, 15 Jun, 6 Jul, 14 Sep, 5 Oct

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MAIN MEAL 1	Pork Sausages & Gravy	Beef Lasagne	Roast Chicken with Stuffing & Gravy	Quorn Burger (V)	Fish Fillet Fingers
MAIN MEAL 2	Lentil Bolognese Pasta Shells (Ve)	Plant-Based Grill (Ve)	Cheese & Tomato Puff Pastry Tart (V)	Butternut & Chickpea Biriyani (Ve) (New)	Margherita Pizza (V)
SIDE DISH	Mashed Potatoes	Herby Garlic Bread or Potato Wedges	Roast Potatoes or Wholemeal Pasta	Potato Wedges or Herby Garlic Bread	Chips or Tricolour Pasta
JACKET POTATO FIXED	Beans & Cheese (V)	Grated Cheese (V)	Tuna Mayo	Beans & Cheese (V)	Baked Beans (Ve)
DESSERT	Peach & Apple Crumble & Ice Cream (V)	Fresh Fruit Wedges (Ve)	Fresh Fruit Jelly (Ve)	Raspberry & Lemon Square (V) (New)	Marble Cookie (V)

MAIN MEAL 1	Chicken Curry	Plant-Based Meatballs with Tomato Sauce (Ve)	Roast Beef with Yorkshire Pudding & Gravy	Chicken Pie & Gravy	Battered Fish
MAIN MEAL 2	Plant-Based Sausages & Gravy (Ve)	Mac 'n' Cheese (V)	Quorn Fillet with Stuffing & Gravy (Ve)	Mild Bean Chilli (Ve)	Margherita Pizza (V)
SIDE DISH	Brown & White Rice or Potato Wedges	Pasta or Herby Garlic Bread	Roast Potatoes or Wholemeal Pasta	New Potatoes or Brown & White Rice	Chips or Tricolour Pasta
JACKET POTATO FIXED	Tuna Mayo	Grated Cheese (V)	Beans & Cheese (V)	Baked Beans (Ve)	Beans & Cheese (V)
DESSERT	Apple Tart & Ice Cream (V)	Fresh Fruit Wedges (Ve)	Fresh Fruit Jelly (Ve)	Strawberry Mousse (V)	Chocolate Muffin (V)

MAIN MEAL 1	Pulled Paprika Chicken Flatbread (New)	Beef Burger	Roast Chicken with Stuffing & Gravy	Quorn Hotdog (V)	Fish Fillet Fingers (Ve)
MAIN MEAL 2	Breaded Bean & Vegetable Grill (Ve)	BBQ Bean Loaded Hash Browns (Ve)	Roasted Summer Veg Quiche (V)	Cauliflower Cheese Pasta Bake (V) (New)	Margherita Pizza (V)
SIDE DISH	Brown & White Rice or Pasta	Potato Wedges	Roast Potatoes or Wholemeal Pasta	New Potatoes	Potato Wedges or Tricolour Pasta
JACKET POTATO FIXED	Salmon Mayo	Grated Cheese (V)	Baked Beans (Ve)	Grated Cheese (V)	Beans & Cheese (V)
DESSERT	Pancake with Blueberries (V)	Ice Cream with Chocolate Cookie Crumb (V)	Fresh Fruit Jelly (Ve)	Fresh Fruit Wedges (Ve)	Orange Shortbread (Ve)

HCL Summer26_Hero_JacketFixed

Vegetables and a variety of salads are served daily. V = Vegetarian Ve = Vegan.



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