



7th July 2014

Dear Parents/Carers of children in KS2 from September 2014

**MEAL PREFERENCES AND SCHOOL DINNER MONEY - KS2 (Year 3)
FIRST HALF TERM, AUTUMN 2014**

If you wish your child to change to School Meals or to change to Packed Lunches at the start of the new term in September, please note that you will need to notify the **SCHOOL OFFICE** no later than **12.00 noon on Wednesday 16th July 2014**. If no notification (in writing) is received we will assume your child will be keeping the same meal choices they have in place at the end of the Summer Term. You will be liable for the cost of school meals if you do not inform THE SCHOOL OFFICE (IN WRITING) that your child is changing to packed lunches. You can email office@burhill.surrey.sch.uk.

School dinner money for the first half of the Autumn Term 2014, Wednesday 3rd September up to and including Thursday 23rd October 2014 is **£77.70** or £10.50 per 5 day week. The cost of a meal is £2.10 per day. This is a price increase of 5p per day.

Please note that Surrey County Council require meals to be paid for in advance, so if paying half termly, please pay promptly during the first week of the term. If paying weekly, you need to pay £10.50 each Monday IN ADVANCE.

Please pay for school meals using the on-line facility. You need to register to use this service so please contact the School Office to obtain your on-line link code. Once you are registered, you can easily keep track of your payments by viewing your account which will show you if you have any credits and how much you need to pay. For those of you already registered, please go to www.scopay.com to make your online payment. This is the same site used for online payments for the Termly Contributions, so please ensure you click on the dinner money area and if you have more than one child in school, that you pay for the correct child!

If your child is absent for any reason and will not require a meal, it is important that you notify the SCHOOL OFFICE by 9.30 am at the latest, as we will be able to give you a credit on your account. If the SCHOOL OFFICE is unaware that your child will be absent or late a meal will be prepared and we will be unable to provide a credit.

If you wish to change from school dinners to packed lunches or the other way around, please remember the caterer requires a minimum of 1 week's notice. Should you be unable to provide the required notice, regrettably you will be liable for payment, even if meals are not taken.

If you are not sure whether you are in credit or not, please check with the school office.

Yours sincerely

Mrs Virginia Connor
Senior Administrative Assistant