

4th December 2017

Dear Parents/Carers of children in Reception, Year 1 and Year 2

If you wish your child to change to School Meals or to change to Packed Lunches when we return to school after the October Half Term, please note that you will need to notify the **SCHOOL OFFICE** no later than **12.00 noon on THURSDAY 14th DECEMBER 2017**.

Please remember to notify us if your child has any special dietary requirements. You will need to complete a Special Diet Request Form for the catering team.

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 this current half term.

We need to know about all meal changes by 14th December to allow our caterers time to assess the requirements for the coming term and to enable them to organise their orders which they need to place well in advance.

If you do not let us know by 14th December, your child will need to change meal type and will NOT be able to change meal type for the first week back. The caterers will already have placed their orders and planned for the half term based on the numbers we have given them and we are unable to amend the numbers after 14th December.

There is no charge for school meals for children in Reception, Year 1 and Year 2 as the meals are funded via a Government Initiative.

Kind regards

Mrs V Connor
Senior Administrative Assistant
Burhill Primary School