

4th December 2017

Dear Parents/Carers of children in Years 3, 4, 5 and 6

If you wish your child to change to School Meals or to change to Packed Lunches when we return to school in January for the start of the Spring 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.

A separate email will be sent out before the end of term, with the cost of school meals for the new 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.

We need to know all changes by 14th December to allow the caterers time to assess the requirements for the coming half term and to enable them to organise their orders for next term. If you do not let us know by this time, your child will need to wait until later in January if they wish to change meal type. The caterers will already have placed their orders and planned for the new term based on the numbers we have given them and we are unable to amend the numbers after 14th December.

Kind regards

Mrs V Connor
Senior Administrative Assistant
Burhill Primary School