



Headteacher: Mrs N J Bengier

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20<sup>th</sup> March 2018

Dear Parents and Carers

### SCHOOL MEAL ORDERING FOR THE FIRST HALF OF THE SUMMER TERM

As you are aware, Chartwells provide our school meals and there is a system in place for ordering school meals.

- **All meals must be paid for and ordered on the preceding Tuesday by 9am.**
- **You can order between one and five meals each week.**
- **You can send in payment and orders for up to the whole half term.**
- **A meal WILL NOT be provided if payment has not been made by the preceding Tuesday at 9am.**
- **Cheques must be payable to Chartwells.**
- **If your child is absent and you have pre-ordered a meal then you will need to contact Chartwell Careline BEFORE 9am on the first day of absence on 01908 615705. You will receive a credit note from the 2<sup>nd</sup> day of absence.**

The cost of meals for the first half of the Summer term are:-

Daily	£2.40
Weekly	£12.00
Half-Termly	£67.20

**There is a 'Special' meal on Thursday 17<sup>th</sup> May. Please see details on the order form.**

**Please note that the Chartwells Spring/Summer Menu 2018 is also available on the school website.**

**PLEASE NOTE THAT YOUR MEAL CHOICES AND PAYMENT TO COVER THE FIRST TWO WEEKS AFTER HALF TERM MUST BE RETURNED TO SCHOOL BY 9am ON TUESDAY 27<sup>th</sup> MARCH TO GUARANTEE YOUR CHILD HAS A MEAL.**

Yours sincerely

Mrs N Bengier  
Headteacher

