



Headteacher: Mrs N J Benger

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5th December 2018

Dear Parents and Carers

SCHOOL MEAL ORDERING FOR THE FIRST HALF OF THE SPRING TERM 2019

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 615715. You will receive a credit note from the 2nd day of absence.**

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

Daily	£2.40
Weekly	£12.00
Half-Termly	£60.00

You will note from the new menu that Chartwells are now providing a **packed lunch** option. Please indicate whether your child requires a ham or cheese sandwich.

Please note that the Chartwells Winter/Spring Menu 2018/19 (covering up the Easter holiday) is available on the school website.

On Thursday 17th January there is a special 'New Year' menu. Please see order form for details.

PLEASE NOTE THAT YOUR MEAL CHOICES AND PAYMENT TO COVER THE FIRST TWO WEEKS AFTER October HALF TERM MUST BE RETURNED TO SCHOOL BY 9am ON TUESDAY 18th DECEMBER TO GUARANTEE YOUR CHILD HAS A MEAL.

Yours sincerely

Mrs N Benger
Headteacher

