



## Scole Church of England V.C. Primary School

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Head teacher: Mrs C. Vosper

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20<sup>th</sup> June 2018

Dear Parents/Carers

### School Meals

As you are aware, when menus are distributed each week we kindly ask that these are returned to us by the Friday before they are due to be taken.

Due to the increase in the amount of meals being provided and to assist the kitchen at Dickleburgh with their ordering, we will now be strictly enforcing this. This means that all order forms **must** be submitted by the Friday and that should we have any late requests we will only be able to offer Option 1.

To confirm, if meals are requested after the Friday cut-off the only option available will be the main meal – no second option, jacket potatoes or school packed lunches will be provided.

The menus are placed on the website each week so if your child is absent please download a copy.

Can we also please remind parents that orders (and payment where necessary) should be placed in a sealed envelope and handed in via the baskets/trays in each classroom, as should all reply slips, trip payments etc.

Payment for meals should accompany the order form please. Consistent late payment could result in meals no longer being provided for your child/children. If you do have an outstanding balance on your account please settle this as quickly as possible.

Thank you for your assistance in this matter.

Kind regards

Mrs C Vosper  
Headteacher

