



5th June 2017

Dear Parents/Carers,

School Meals 2017-18

Please be aware that your child's school meal arrangements for September 2017-18 will remain the same unless you inform the school office. If you do not inform us of a change to meal arrangements, you will still have to pay for any meals we have ordered, therefore it is important that you inform us immediately of any changes to meals.

If you would like to change your child's meal arrangements please use the attached 'Changes to Lunchtime Arrangements' form. A copy can also be downloaded from the school's website in Parents/School Meals.

Please note, we will require two weeks' notice for any changes to meal arrangements made after 6th September 2017.

The cost of school meals will be £2.30 per day or £11.50 per week from September 2017. For parents/carers who wish to pay for the half term in advance the amount due is £75.90 to Friday 20th October 2017 half term. All meals must be paid for in advance to avoid arrears. Dinner money amounts for September 2017-18 are available on the school website under Parents/School Meals.

As meals are pre-ordered we can no longer accept day before or on the day change requests. In the event of an **exceptional** circumstance your child will be provided with a school meal and you will be charged accordingly. The preferred method of payment for school meals is online via SIMS Agora, which you can access through the school website. If you would like to set up an account, please speak to the office.

Alternatively, all dinner money must be placed in a sealed envelope with your child's name and the class teacher's name marked clearly on it. There is a payments box located in the reception area where you will be able to deposit your envelopes. If you wish to pay by cheque please make it payable to Oswald Road Primary School and write your child's name and class teacher's name on the back. This also needs to be posted in the collection box.

If you are applying for Free School Meals please show evidence of income support details to the office. Free School Meal application forms are available in the school office and on the school website. If we can help you with this claim in any way please call in at the office.

Kind Regards,

School Office



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June 2017

CHANGES TO LUNCHTIME ARRANGEMENTS

If you wish to change your child's lunchtime arrangements from packed lunch to school meals or from school meals to packed lunch, please complete and return the slip below to the school office.

Please note: **two weeks notice** is required for all changes.

Child's name _____ Class _____

Change from (type of meal)

.....

Change to (type of meal)

.....

Date of change (2 weeks ahead)

.....

Dietary Needs - please tick if applicable –

PLEASE MAKE SURE YOU INFORM THE SCHOOL OFFICE OF ANY DIETARY REQUIREMENTS.

Allergy (please specify)			
Gluten Free		Kosher	
Halal		No seafood	
No dairy		No pork	
No fish		Vegetarian	

Signed(Parent/Carer)

Date of request.....



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