



TIBBERTON CE FIRST SCHOOL



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RE: Paid Hot School Meals for all Year 3 & 4 Children.

Start Date: **Monday 6th September 2021**

As the new academic year approaches you may wish to provide your child with a hot school lunch. You will find a menu attached to this letter which covers the autumn term, we will be starting on **Week 2**. In order for your child to start having hot dinners from **Monday 6th September** you will need to hand your order for that week and payment into the office by 9.30 am on **Thursday 15th July**.

The process for ordering hot school meals:

- Dinner money payment should be made by a **Thursday morning at the latest** for the following week to allow the school office to process orders for the whole of UU in a timely manner. Any Payments received after Thursday at 9.30 am will be returned.
- The cost per meal from September will be **£2.30** (£11.50 for the week).
- We are operating a 3 choice menu offering a meat/fish (**M**) vegetarian (**V**) or Jacket Potato (**JP**) option (children help themselves to beans and/or cheese with Jackets).
- Dinner money ordering envelopes are kept in the reception area by the school office. Examples of how to complete them are overleaf. You can pay for as many weeks in advance as you wish. I have included a termly order form if you would like to pay a term in advance.
- Only exact money can be accepted as no change will be given - envelopes are unopened and handed directly to Shire Services.
- Cheques can be made payable to 'Shropshire Council' (please ensure you write your name and address on the back of the cheque). If paying for more than one child, please write names and classes on the back of the cheque.
- **All dinners need to be paid for in advance. No credit will be given.**
- **Daily ordering does not exist and will only be available in exceptional circumstances.**
- **The date on the envelopes should be for the week you want to order dinners for your child.**
- If your child is going to be absent from school and you have paid for a meal, please inform the school office by **9am** at the latest so that a credit can be issued for the absence.
- Please keep a note of the days you have ordered meals so that you can remind your child and discuss with them what they will be eating at school that day and so you know when to re-order. The termly dinner order form enclosed may also be helpful to record your orders.
- If your child does not have a dinner ordered and does not bring a lunch box to school we will contact you so that you can deliver a packed lunch. Only the exact number of meals required are ordered each day.

We would like to highlight that all money paid is dealt with by Shire Services and processed in line with their financial and administrative processes, which the school will continue to support.

If you have any queries please contact Mrs Adams in the office.

Yours Faithfully



Alex Gromski
Executive Head Teacher

