

November 2017

Dear Parent/Guardian

On Wednesday 20<sup>th</sup> December the College's caterers are offering a Christmas meal for £2.15. On this occasion the governors have made the decision to subsidise the additional cost for those in receipt of the Free School Meal allowance.

In order to ensure that students have time to eat and enjoy their meal we plan to commence the service earlier for those students who have **ordered Christmas lunch**. This will be followed by a house activity.

For those students not partaking of the festive meal, lunch time will be as normal from 12.45 - 1.15pm. A range of cold snacks will be available at breaktime.

Any student wishing to have a vegetarian meal please inform staff when they purchase their lunch.

Your child **must pay the £2.15 in advance** at any of the normal service times. They will need to book by letting a member of the catering staff at the till know that they wish to have a Christmas lunch and this will then be booked automatically and the money deducted from their account. The final date for booking the lunch is Wednesday 13<sup>th</sup> December. Unfortunately, due to the caterers having to pre-order the turkey we cannot accept any bookings after this date.

If your child has a Free School Meal entitlement they must confirm their Christmas meal at any of the normal service times, breakfast, break or lunchtime.

A Christmas meal ticket will be issued at morning registration on the 20<sup>th</sup> December to each child who has requested a meal. Prefects will be given a free lunch but this must still be confirmed with the catering staff.

The College wishes as many students as possible to take part in the Christmas meal and the following celebration activity. Many thanks for your continued support.

Yours sincerely

Mrs S Bennett  
Headteacher