

Thursday 14th November 2024

Dear Parents / Carers

Christmas Lunch

You are invited to join your child for Christmas lunch on **Wednesday 18th December 2024** between 12:00pm and 1:30pm – your actual arrival time is dependent upon your child’s year group, as detailed below. The cost is £3.50 for adults and £3.00 for pupils. Meals are free of charge for those pupils in receipt of free meals, however pupils will still need to pre-order this meal.

To assist the kitchen staff with numbers, we request that you send in your ***non-refundable payment by cash only (correct amount if possible) in an envelope, clearly marked with your child’s name and detailing how many adult and children meals you would like to purchase.*** Our Catering Provider is unable to accept payment via Arbor. Pupils eligible for free school meals will need to inform the school office that they would like to pre-order their Christmas lunch.

Due to the large amount of lunches provided on the day, lunches will only be served to those who have pre-booked and paid for their Christmas lunch.

With the popularity of our Christmas lunch and to hopefully aid a swift service, we stagger arrival and serving times according to Year Groups. For those of you who have children in different year groups, we ask that you attend the time below for your youngest child and if they wish to, your older child/ren can join you at the later sitting.

Year 8 pupils and guest/s	12:00pm	Year 7 pupils and guest/s	12:15pm
Year 6 pupils and guest/s	12:30pm	Year 5 pupils and guest/s	1:00pm

To ensure we have sufficient food for everyone and to help service run smoothly on the day, we ask that the following deadline is strongly adhered to for **both** pupils and adults:

Pre-order and Payment required for Christmas Lunch **Wednesday 11th December 2024**
(Please ensure you clearly indicate on the envelope if a vegetarian/vegan meal is required)

We are looking forward to seeing you soon for an enjoyable Christmas lunch!

Yours sincerely,



Mrs A Grattage
Headteacher