



Dear Parent / Carer,

As you should be aware starting this year all payments for school lunches, swimming, breakfast and after school clubs will be due in advance, half-termly.

A charging booklet was sent home in June (also available on our website) containing all costs for this year – if you require a paper copy, please contact the office.

We will no longer be able to refund monies already paid, even if your child decides they no longer wish to have school meals or participate in activities. This is due to funds already been paid out by the school.

The finance team would be grateful if you could complete the attached form (whether you pay for lunches or are in receipt of free school meals) and return it to the school as soon as possible. This will enable the team to keep accurate records and ensure each parent is charged the correct amount for their child. It will also benefit the catering team in preparing the correct amount of meals and reduce waste.

The finance team will use these forms as a basis for the whole school year and charges will remain the same. **It will be your responsibility to notify the school of any changes BEFORE the end of every half term – otherwise you will be required to pay the full balance for the next half term.**

## Swimming

This is an important part of the school curriculum and we operate a rota system so that each class has the opportunity to swim for at least one term in the year.

We are not able to cover the whole cost of this activity from the school budget and therefore rely, hugely, on contributions from parents. This cost covers pool hire, lifeguards, swimming instructors and coach transport.

## Swimming begins on Thursday 13<sup>th</sup> September for WALLIAMS and STRONG class.

If making the payments are likely to prove difficult please call the Finance Team on 01935 315455 who will be happy to discuss this with you, alternatively please call into the school where a member of the Finance Team will be happy to meet with you.

Yours Sincerely

Mr Matt Vella  
Headteacher



## School Breakfast Club and Lunch choices

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

My child is eligible for Free School Meals:

My child will have a packed lunch:

**My child will attend Breakfast Club on (£1.50 per day):**

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If your child attends Breakfast Club 5 mornings a week, the total amount owing will be £58.50 up to the 26<sup>th</sup> October 2018.

**My child will have hot meals on (£2.00 per day):**

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If your child is having hot meals 5 days a week, the total amount owing will be £78.00 up to the 26<sup>th</sup> October 2018.

**Any additional information:**