



Coleham Primary School
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Ms Claire Jones
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23rd November 2017

Dear Parent/Guardian,

PRE-ORDER FORM FOR CHRISTMAS LUNCH: MONDAY 18TH DECEMBER

The school's Christmas Lunch is taking place on Monday 18th December. If your child would like lunch on this day you will need to return a completed pre-order form (see overleaf) to your child's class teacher **by no later than 9.00 am Monday 11th December**, to allow us time to process and submit the food order to our suppliers.

As the kitchen staff will be cooking only the quantity of meals that have been pre-ordered, pupils who have not pre-ordered by the deadline above will need to bring a packed lunch on the day.

The Christmas meal costs £2.20 per pupil, the same price as a normal school dinner. Payment for pupils in years 3 to 6 can be made in advance via ParentPay or by including payment (exact money only please) with the completed pre-order form. Pupils in Reception and years 1 and 2 and those on Free School Meals will be provided with a free meal on the day: please ensure, however, that a pre-order form is completed and returned so that we can order the correct amount of food from our suppliers.

A pre-order form should be completed for **each of your children** and returned to their **class teachers** (**NOT** the School Office) as soon as possible. Please ensure that you have indicated both a lunch and dessert option (if not, the default will be a Roast Turkey dinner and a Festive Pudding dessert).

If your child wishes to bring in a packed lunch on the day please tick the relevant box and return it to us. This will enable us to check that all children have been accounted for.

Thank you for your cooperation,

Jane Hilbert
Administration Manager

CHRISTMAS LUNCH PRE-ORDER FORM - ONE REPLY SLIP FOR EACH CHILD - RETURN TO CLASS TEACHER BY NO LATER THAN 9.00 AM ON MONDAY 11TH DECEMBER

My child would like the following on Monday 18th December (please tick one box for each course):

Main Course

Roast Turkey, Chipolatas and Stuffing balls

OR

Veggie Sausage & Parsnip Flan (v)

Dessert

Festive Pudding & Custard

OR

Chocolate Log Slice

OR

Christmas Tree Cookies

OR

Fruit Salad/Yoghurts

OR

My child will bring in a packed lunch from home on 18th December

Signed..... Parent/Guardian of Class.....