



Coleham Primary School

For every child, an Excellent Education

Greyfriars Road, Shrewsbury, Shropshire, SY3 7EN

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Headteacher: Ms C Jones

Dear Parent/Guardian,

5th November 2018

CHRISTMAS LUNCH: FRIDAY 14TH DECEMBER

The school's Christmas Lunch is taking place on Friday 14th December. In order that the catering staff can prepare sufficient quantities, we need you to tell us if your child will be having a school meal or a home packed lunch on the day.

We would be grateful if you could complete the reply slip below to let us know what your child will be doing that day and return it to their class teacher - NOT the School Office - **by Monday 3rd December** (this deadline will give us sufficient time to process the replies and order the food from our suppliers).

The Christmas meal costs £2.20 per pupil, the same price as a normal school dinner. Payment for pupils in years 3 to 6 should be made via your ParentPay account. We will provide pupils in Reception, Year 1 and Year 2 and those on Free School Meals with a free meal (unless they prefer to bring in a packed lunch on the day). We ask that you return a completed reply slip for these pupils to ensure we prepare the correct number of meals.

Please complete an order form for each child if you have more than one at Coleham. If your child will be bringing in a packed lunch from home, please return a form having ticked the relevant box (this will help us ensure that all our pupils' requirements have been accounted for). As the catering staff will be cooking only the quantity of meals pre-ordered, pupils who have not returned a reply slip by the date above will need to bring a packed lunch on the day.

Thank you for your cooperation,

Jane Hilbert
Administration Manager

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CHRISTMAS LUNCH ORDER FORM - ONE REPLY SLIP FOR EACH CHILD - RETURN TO CLASS TEACHER BY MONDAY 3RD DECEMBER

My child would like a Christmas Meal on Friday 14th December **OR**

My child will bring in a packed lunch from home on 14th December (please tick as appropriate)

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