

**National Support School**

designated by



National College for  
Teaching & Leadership

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**Head Teacher: Mr D Barrow**

21<sup>st</sup> November 2017

Dear Parents / Carers,

## **YEAR 5 AND 6 LUNCH ARRANGEMENTS**

This term we have experienced an unprecedented number of instances of Year 5 and 6 children ordering their lunch incorrectly, in particular ordering a hot meal when they actually have a packed lunch with them. Children are also frequently saying they have a packed lunch and then realising at lunchtime that they don't, or are trying to change their hot meal choice when they get to the food counter.

As I am sure you will appreciate, this causes inconvenience and additional work for the lunchtime supervisors, kitchen and office staff. In addition, if a hot lunch is ordered by a child who then has a packed lunch, school will incur a cost for this. I am therefore asking for your help in ensuring that your child understands their lunch arrangements and the importance of ordering correctly at registration, as this order cannot subsequently be changed. Please also be aware that going forwards, if a child orders a hot meal at registration and it then transpires that they have a packed lunch, this meal will be charged for.

Thank you for your support in this matter.

Kind regards,



**Mr D Barrow**  
Head Teacher