



Headteacher: Mr. Kevin Reynolds
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Dear parent/carer,

Free School Meal entitlement

As you will know, the government has taken the decision to close schools across England from Friday 20th March until further notice.

According to our records, your child is entitled to Free School Meals, and you have expressed an interest in continuing to receive these over the course of the school closure. As advised in our letter to you on Thursday, we have made arrangements for those children that are entitled to this provision, which are as follows:

- A weekly package to be available for collection from the school **each Tuesday** that will provide enough food to make 5 lunches per pupil
- A contactless collection system to be implemented to avoid mass gatherings
- Staggered collection times dependent on the year group of your eldest child
- Those families who are self-isolating will receive a delivery from the school each Tuesday – you must therefore inform us immediately if your household is self-isolating
- Packages will be available to collect from the pupil entrance gate based on the timetable below:

Year Group of Eldest Child	Collection Time
Reception/Year 1/Year 2	2:00pm – 2:30pm
Year 3/Year 4	2:30pm – 3:00pm
Year 5/Year 6	3:00pm – 3:30pm

Should this arrangement change for any reason then we will update you further. Should you decide that you no longer wish to receive your weekly package then please inform us in advance.

Yours sincerely,

Kevin Reynolds
Headteacher