



HeadTeacher: Mr. Kevin Reynolds
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Thursday, 7 January 2021

Dear parents and carers,

Free School Meal Provision during School Closure

I am pleased to inform you that we have been working closely with Chartwells, our catering company to ensure that all pupils who are eligible to receive free school meals are able to access lunch provision during lockdown.

I can confirm that a food hamper will be available for collection from the school. The following arrangements have been made:

- A food hamper containing 2 weeks of meals per pupil.
- A contactless collection system will be implemented to avoid mass gatherings.
- Staggered collection times dependent on the year group of your eldest child.
- You must inform us immediately if your household is self-isolating - Families who are self-isolating will receive a delivery from the school.
- Food hamper will be available to collect from the school reception entrance gate (Princess May Road) based on the timetable below:

Year Group of eldest Child	Date	Collection Time
Nursery/Reception/Year 1/Year 2	Friday 8 th January 2021	10:00am – 10:30am
Year 3/Year 4	Friday 8 th January 2021	10:45am – 11:15am
Year 5/Year 6	Friday 8 th January 2021	11:30am – 12:00pm
Nursery/Reception/Year 1/Year 2	Monday 18 th January 2021	10:00am – 10:30am
Year 3/Year 4	Monday 18 th January 2021	10:45am – 11:15am
Year 5/Year 6	Monday 18 th January 2021	11:30am – 12:00pm

Food hampers can only be collected after completing the online collection form. If you have not completed the form and your child is eligible for free school meals, please do so now without delay so we can make arrangements for collection. The form is available here: <https://tinyurl.com/y37tplrk>.

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

Yours sincerely,

Siphso Mabaso
Business Manager