

9th December 2016.

Dear Parent/Carer

CHRISTMAS END OF TERM

School will be closing at 12 noon on the last day of term, Friday 16th December.

Please collect your child at this early time. Unfortunately, staff will not be available to look after your child beyond this time.

If you would like us to provide your child with a packed lunch to take home, the cost is £1.00. There is no charge if you are entitled to free school meals.

If you would like a packed lunch, please return the form below, along with payment. Please return your form by 9.30am on Monday 12th December.

Yours sincerely



Head of School
Mrs. Mapp

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Dear Cook,

Please provide my child _____ (name) in class _____ with a packed lunch to take home on Friday 16th December.

I would like the following sandwich filling (please tick one)

Ham Cheese Tuna

I enclose £1.00

I am entitled to a free school meal



Signed: _____