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Headteacher: Mr M Wignall

Dear Parent / Carer

November 2018

CHRISTMAS LUNCH - Wednesday 12 December 2018 – in the Canteen

In view of the popular nature of the Christmas meal at Downlands, bookings are being taken in advance.

• There will be an account available online marked "Christmas Lunch 2018" which will be set up separately from the normal cafeteria account to enable this meal to be paid for. The cost will be £3.60, which includes crackers etc. Please do not assume your child can have a Christmas lunch if they have funds on their cafeteria account, this is a completely **separate arrangement**.

The only way to ensure your child has the Christmas meal on the 12 December is to book in advance to enable Caterlink to cater for the right number of people.

• **If your child is a vegetarian, please complete the form below and return to the Trips Box before 6 December;** do **NOT** return the reply slip if your child is not a vegetarian as this has caused some confusion previously.

• You will find the Christmas Lunch account open online between **Thursday 22 November and Wednesday 5 December** to confirm your child's meal. Payment cannot be accepted after this date.

• Online payment is our preferred method of payment, however, if you are unable to pay on line, please send in a sealed, named envelope, marked 'Christmas Lunch' and place in the Trips Box in Reception. If you are sending in cash please hand this in to one of the Receptionists in a sealed, named envelope, marked 'Christmas Lunch'.

• If your child is entitled to a free school meal and would like to have the Christmas Lunch, please ask them to let Mrs Searle in Pupil Services know before 5 December to ensure they are included in the numbers.

• Every pupil, who has pre-booked Christmas Lunch, will receive a ticket during the week beginning 10 December in tutor time.

• For those not having Christmas lunch there will be a limited amount of cold food available to purchase in the usual way through the cashless catering system at lunch time. Some hot food will be available at break time.

Yours faithfully

Mr M Wignall
Headteacher

Return to the Trips Box by 5 December latest **ONLY IF YOU ARE A VEGETARIAN**

Pupil Name Tutor Group.....

CHRISTMAS LUNCH – Wednesday 12 December 2018

My child is a vegetarian.

