9th November 2016

Dear Parent/Carer

On Wednesday 14th December 2016 our cook and the kitchen staff will prepare a traditional Christmas lunch for the children and staff.

As I am sure you will appreciate, the kitchen will need to make preparations for this and ordering of supplies will need to be done well in advance. We would therefore ask for your help in confirming whether your child will require a Christmas lunch on this day.

We often find that children who usually have a packed lunch will choose to have a school meal on this day, therefore we are asking all parents to complete the slip below and return this to the school office by Friday 18th November 2016 to help the kitchen with their festive planning.

For families that pay for school meals, the cost of the Christmas lunch is £2.10 and payment is expected in advance as always.

Yours sincerely,

Mrs G Rutherford

Business Manager

Riverside Primary Academy

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_

**Please tick one of the following options;**

 I **would** like a Christmas Lunch to be provided for my child.

 I **would not** like a Christmas Lunch to provided for my child.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian