

# The Devonshire Hill Nursery & Primary School

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Wednesday 6<sup>th</sup> September 2017

Dear Parent/Carer,

## Year 3 - School Meals

Since 2014, children from Reception to Year 2 are entitled to a free school meal as a result of government policy. **Children moving from Year 2 to Year 3 are not automatically entitled to a free meal.**

If you believe you are entitled to Free School Meals (FSM), please ensure that your FSM status is up to date by checking with the School Office or completing the attached application form. If you are entitled to FSM, you must reapply annually to continue to receive free school meals. *Please note that the school cannot backdate FSM applications and you will be charged for any meals taken between your expiry and renewal dates.*

If you wish to change your child's meal preference, please complete the slip below and return it to the School Office as soon as possible. If you do not notify the school, your child's meal preferences will remain unchanged from 2016/17 and you will be charged if they are recorded as having school meals. Please check at the office if you are unsure.

If you will be paying for school meals, this should be paid one week in advance. The current charge is £12.50 per week; £2.50 per day. You can pay at reception at the start and end of the school day. Alternatively, you can pay online; please ask a member of the office staff for your login details.

Yours sincerely,

Gary Wong  
School Business Manager

## Change in School Meals form

I would like my **child** ..... in ..... **Class** to change from **school meals / packed lunch** to **school meals / packed lunch** (please circle as appropriate) from the following **date**: .....(please give at least one week's notice)

Parent/carers signature: .....

Print name: ..... Date: .....

