



Everyone matters, every day counts

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Headteacher: Phillip Potter

29 November, 2018

Dear Parent/Carer,

### **School Christmas Lunch - Wednesday 12<sup>th</sup> December 2018**

On Wednesday 12<sup>th</sup> December, we will be serving a Christmas lunch to those students in the above family groups who normally have a hot meal. However, if your child usually brings in a packed lunch from home and would like to have a hot festive lunch instead, please complete the slip attached and return it to me by Friday 30<sup>th</sup> November, together with £2.30. If I do not hear from you by then, I will assume that you would prefer to send in a packed lunch from home instead on that day. For those students entitled to free school meals no money is required, please just return the attached slip. Both slips and payments should be placed in a named envelope and posted in the payment slot at Reception. They should not go to classes.

### **Packed Lunches from home - Tuesday 11<sup>th</sup> December 2018**

On Tuesday 11<sup>th</sup> December, please would you send in a packed lunch from home for your child even if they usually have a hot school meal, as our catering staff will be cooking a Christmas lunch for the rest of the school on that day? However, if your child is entitled to free school meals, West Sussex County Council will supply a packed lunch for them.

Should you have any queries concerning these arrangements, please do not hesitate to contact me on 01903 708870.

Kind regards,

Lesley A Crosby  
Finance Office



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**PLEASE RETURN TO LESLEY CROSBY BY FRIDAY 30<sup>TH</sup> NOVEMBER 2018**

**Christmas Lunch - Wednesday 12<sup>th</sup> December 2018 - Koa, 6<sup>th</sup> Form Koa, Animus & 6<sup>th</sup> Form**

Student's name..... Class.....

**Please tick one option:**

[ ] The above student would like a Christmas Lunch and I am enclosing £2.30.

[ ] The above student would like a Christmas Lunch and is registered for Free School Meals, the 16-19 Bursary or has already paid in advance for meals up to Christmas.