



# Sandringham School

'Everybody can be Somebody'



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Headteacher: Alan Gray, M.Sc., F.R.S.A.  
Deputy Headteacher: Caroline Creaby, BA, M.Ed., Ed.D.  
Deputy Headteacher: Mark Nicholls, BA (Hons)

Letter No: 62/2022

16<sup>th</sup> November 2022

Dear Parent/Carers,

## Christmas Lunch – Tuesday 13<sup>th</sup>, Wednesday 14<sup>th</sup>, Thursday 15<sup>th</sup> December

We will be holding this year's lunch over three days on Tuesday 13<sup>th</sup>, Wednesday 14<sup>th</sup> and Thursday 15<sup>th</sup> December from 12.30pm onwards. The price of the lunch will be £3.75. The lunch will be served to **Years 7 & 9 on Tuesday December 13<sup>th</sup>** and **Years 8 & 10 on Wednesday December 14<sup>th</sup>** and **Years 11, 12 & 13 on Thursday December 15<sup>th</sup>**.

**This year there will be food available from the new canteen at lunchtime on these days if students would like to purchase an alternative lunch.** There will be the usual break service on these days. Space will also be available for dining for those having packed lunches on that day.

All payments need to be made via ParentPay. If you have not yet activated your ParentPay ID or have forgotten your password then please contact the Finance Office. If you do not have access to the internet then please contact the Finance Office who can help organise your purchase of the lunch. **There are two options on ParentPay (meat, vegetarian/vegan) so please ensure that you select the correct option for your child.** If your child has any special dietary requirements (e.g. gluten free) please add these to the notes page when selecting the relevant payment item in ParentPay. For the first time this year we will also be offering a Halal option (Chicken).

**The closing date for payments is Thursday 1<sup>st</sup> December. Please note that payments or requests cannot be accepted after this date as the final catering order has to be placed the following day. If payment is not received by Thursday 1<sup>st</sup> December, your child will need to make alternative arrangements for their lunch on these days – we will not be operating a waiting list.**

If your child is eligible for free school meals, they will automatically be allocated a meal unless you inform us otherwise. No payment is required. However, you will need to inform us in writing by Thursday 1<sup>st</sup> December if your child requires a vegetarian/vegan/halal option.



All students will be able to check that their payment for lunch has been received by looking at the list on the notice board by the canteen entrance, which will be updated regularly. The Christmas meal is ordered in quantities to meet demand and therefore, regretfully, we will be unable to provide a refund if your child is absent on 13<sup>th</sup>/14<sup>th</sup>/15<sup>th</sup> December.

Please do not hesitate to contact the Finance Office or email [finance@sandringham.herts.sch.uk](mailto:finance@sandringham.herts.sch.uk) should you have any queries. Please find the menu attached.

Yours sincerely,

Laura Dennis: Operations Manager