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Headteacher: Alan Gray, M.Sc., F.R.S.A.

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Acting Deputy Headteacher: Mark Allday, BSc (Hons)

Acting Deputy Headteacher: Kate Mouncey, BSc (Hons), M.Ed.

Letter No: 061/2023

1<sup>st</sup> November 2023

Dear Families,

## Christmas Lunch – Tuesday 12<sup>th</sup>, Wednesday 13<sup>th</sup> and Thursday 14<sup>th</sup> December

We will be holding this year's Christmas lunch over three days on Tuesday 12<sup>th</sup>, Wednesday 13<sup>th</sup> and Thursday 14<sup>th</sup> December from 12.30pm onwards. The price of the lunch will be £3.75 and will be served as follows:

- **Years 7 & 9** on Tuesday December 12<sup>th</sup>
- **Years 8 & 10** on Wednesday December 13<sup>th</sup>
- **Years 11, 12 & 13** on Thursday December 14<sup>th</sup>

**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 also be the usual break service and space will be available for those having packed lunches.

All payments need to be made via ParentPay. If you have not yet activated your ParentPay ID or have forgotten your password then please email [finance@sandringham.aat.school](mailto:finance@sandringham.aat.school) **There are three options on ParentPay (meat, vegetarian/vegan and halal) 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.

**The closing date for payments is Thursday 30<sup>th</sup> November. 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 30<sup>th</sup> November, your child will need to make alternative arrangements for their lunch on these days – we will not be operating a waitlist.**

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 email [earleyl@sandringham.aat.school](mailto:earleyl@sandringham.aat.school) by Thursday 30<sup>th</sup> November 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 12<sup>th</sup>/13<sup>th</sup>/14<sup>th</sup> December.

Please find the menu attached.

Yours sincerely,

Laura Dennis  
Operations Manager