

Headteacher

John Galvin

Petworth CofE Primary School

South Grove, Petworth,
West Sussex, GU28 0EE

Tel: 01798 342369

Fax: 01798 343195

E-mail: office@petworth.w-sussex.sch.uk

Website: www.petworth.w-sussex.sch.uk



26 September 2016

Dear Parent/Carers,

School Meal Arrangements

I am writing to ask for your help in supporting the school to order the right number of free school meals and universal infant free school meals so that we can avoid over ordering and reduce food and packing waste that affect the school budget.

Any child of primary school age is eligible for a free school meal if a parent is in receipt of specific state benefits such as income support, job seekers allowance, employment support allowance, or child tax credit and income below £16,190 per annum.

If you are in receipt of these benefits you will need to request a free school meal eligibility check by completing an application form that is available from the school office, by emailing fsm@westsussex.gov.uk, or by downloading the form from <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/#how-to-apply>. School office staff can help you to complete the form. If your eligibility is confirmed it also means that the school will receive pupil premium grant to provide additional educational support to help your child to do well at school.

If you are not in receipt of these benefits but your child is in Reception, Year 1 or Year 2 in September, your child can receive Universal Infant Free School Meals but you need to tell us that you want the meal from October 2016. Please complete and return the attached form as soon as possible to ensure we continue to order a meal for your child.

School meals comply with School Food Standards, food safety and Health and Safety requirements. Hot meals are provided in nearly all schools. Primary school meals are popular and children enjoy them. The meals are ordered by the school then delivered, cooked, served and cleared away by contract staff. From the school's point of view, it would be helpful if eligible children take a free or universal infant meal every day because this simplifies our ordering and reduces food and packaging waste.

If your child has a medically prescribed diet, please let us know if you are eligible for a free meal or UIFSM, or the contractor if you are paying for the meal. In either case, the contractor will provide a specific menu plan for your child.

If you are not in receipt of the free school meal benefits specified above and your child is in Year 3 and above and is therefore not eligible for the Universal Infant Free School Meal, you can order and pay for a meal on line directly with the contractor, Chartwells, or provide a packed lunch for your child. Here is the link to paid meals arrangements for primary age children in West Sussex: <https://westsussex.mealselector.co.uk/>. We cannot order paid meals on your behalf.

Yours sincerely,

John Galvin
Headteacher

Please complete and return this form to the School Office as soon as possible

1)

I confirm that my
child..... in
class.....

will be in the Reception year, year 1 or year 2 in September 2016 and would like to
receive a hot meal on the following days;

Monday	Tuesday	Wednesday	Thursday	Friday

(please tick relevant box/es)

I will supply packed lunches for my child on any days I have not ticked.

Or

2)

I confirm that my
child..... in
class.....

does not want a hot school meal and I will be providing a packed lunch for them each
day.

I will advise the school office if this changes at any time. If your child decides that they
would like to start having hot meals I understand that I must give 2 week's notice.

Signed

Parent/Carer.....

date.....