



Workop Priory C of E Primary Academy

Headteacher: Mr P Abbott MA, BA (Hons), NPQH

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Thursday 21st January 2020

Dear parents and carers,

I am writing to you as you are currently in receipt of the Free School Meal Vouchers we have arranged for you.

The Department of Education has issued schools with guidance as to how to account for the taking of free school meals in school and the use of vouchers. This is to avoid duplication of free school meals. The guidance means that we have to make a small alteration to the value of some vouchers, for a small number of people.

Children who **attend school 5 days a week** will receive their free lunch entitlement in school as they would in normal circumstances. This means that they will no longer be eligible for the additional food voucher. You do not need to take any further action with this letter and free school meals will be given each day from next week.

For those children who are entitled to free school meals and **attend school for part of the week**, there are two choices available to you:

1. You can choose to receive a free school meal on the days they are in school and vouchers to the value of £3 per day (Monday to Friday) for the days they are not
2. Or, you can choose to receive the Free School Meal Vouchers to the full value of £15, but you would then provide your child with a packed lunch each day they are in school

It is important that you let us know which option you would like to take. **If you wish for your child to receive vouchers, rather than a school dinner next week**, please contact the school office **tomorrow (Friday 22nd January)**. If we don't hear from you, we will book your child a school dinner for the days they are due to attend next week and provide a voucher for any other days.

In the meantime, if you have any questions, please get in touch with us and we will do our best to help.

Yours sincerely

Mr Phil Abbott
Headteacher



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