

Wallington Primary Academy

Mollison Drive

Wallington

SM6 9JN

www.wallington.education

Tel: **020 8669 3978** email: office@wallington.sutton.sch.uk



Dear Parent/Carer,

CHANGES TO SCHOOL MEAL PATTERN

Please use the form attached with this letter to notify us of a change to your child's meal pattern and hand to the school office.

Any changes to your child's school meal pattern should be made with a minimum of one week's notice. We encourage children to remain with the same meal pattern on a minimum of a termly basis.

All changes must be notified by the **parent/guardian using this form.**

Please note that if you will be paying for school dinners, payment must be made in advance for all meals taken.

We will provide you with notice of any change to the price of school meals.

SCHOOL OFFICE

Change of School Meal Pattern

Section 1 – Child details

Name of child	
Class	
Special dietary requirements (eg food allergies, no pork/beef, halal)	

Section 2 – Current Meal Pattern

Current Meal Pattern (*Please delete as appropriate)	*Packed Lunch *School Meals * Combination of packed lunch/school dinners
Last date required for current meal pattern	

Section 3 – New Meal Pattern (This will be your child’s new meal pattern. Please ensure that you advise us of any future change to ensure your account is charged correctly)

First date required for new meal pattern					
Please enter one of the following for each day of the week: PL (Packed Lunch) OR SM (School Meals)	Mon	Tues	Weds	Thurs	Fri

Section 4 – Payment: Please complete the sections below

Eligible for Free School Meals	Yes/No
To confirm if you are eligible please contact London Grid for Learning (LGfL) by visiting www.fsm.lgfl.net (<i>Please note that the school must have received confirmation from the London Grid for Learning before a free school meal can be provided</i>)	

Paying for School Meals	Yes/No (<i>Please note that school meals are payable online at least ONE WEEK IN ADVANCE</i>)	
<input type="checkbox"/> I will pay on-line via Arbor and already have registered my user details	OR	<input type="checkbox"/> I require user details for Arbor

I understand that all meals must be paid for in advance and that the school may not continue to provide school meals if my account falls into arrears.

Print Name:

Signed:

Date: