



Westgate Primary School

Summerhill Road, Dartford, Kent, DA1 2LP
Tel: (01322) 223382 Fax: (01322) 286979
E mail: office@westgate.kent.sch.uk
Website: www.westgateprimary.org
Head of School: Mr. D. Terry

Thursday 20th October 2016

School Dinners

Dear Parents and carers

Your child has today been given the Winter Menu for 2016-17. Unfortunately, we are unable to accommodate ad hoc meal patterns as dinners are prepared off site. We need to know your child's meal pattern at the beginning of each term (e.g – 2 days school dinners Mon & Tues/3 days packed lunch Weds, Thurs & Friday etc...) for the whole term. Please complete the tear off slip at the bottom of this page and return on the first day back of term, Monday 31st October.

The cost of a school meal per day is £2.20 (£11.00 per week). Payments must be made on a Monday in advance/on a weekly basis either online at www.tcseducationcatering.com or by cash in a sealed envelope clearly labelled "School Dinner" with your child's name and class. **We are unable to provide children with a school dinner unless it has been paid for in advance, except for those entitled to Free School Meals.**

School dinners are prepared off site and meals are ordered daily for the exact number of children requiring a meal. The cooks require this information before 9.45am. It is therefore important for parents to contact the school office if their child requires a school dinner, but will be arriving late due to an appointment, so that a meal can be ordered. If the school is not informed before this time, then a meal will not be available for your child and a packed lunch must be provided by the parent. Finally, if a school dinner is ordered for a child who is then sent home unwell before lunch, a charge will still be incurred for this meal.

Please do not hesitate to contact the school office should you have any queries.

Yours sincerely,

Mr D. Terry
Head of School

School dinner pattern for Term 2 2016 (31/10/16-21/12/2016)

Name of pupil.....Year.....

Please mark boxes with either PL for packed lunch or SD for school dinner.

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I agree to make payment in advance on a Monday morning, if applicable for school dinners.

Parent/carers signature.....Date.....

