

Essex County Council
 William Read Primary School and Nursery
 Long Road Canvey Island Essex SS8 0JE
 Headteacher Mr. T. Martinson BAEd (Hons), NPQH
 Deputy Headteacher Mrs. K. Garrick B.Ed (Hons)
 Telephone 01268 683053/683818
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Tuesday, 19 November 2019

Dear Parents and Carers of pupils in Lower School,

CHRISTMAS DINNER

Christmas dinner is being served on Friday 13th December from 12.00pm until 1.45pm.

Due to the very high demand for this meal and the fact that we have over 400 pupils in our school, we need to know, as soon as possible, how many pupils will be having lunch.

Please complete the slip below indicating whether your child will be having Christmas dinner or not. We require a slip from every pupil in the school. If we do not receive a slip your child will not be booked a Christmas dinner.

Pupils in Lower School do not have to pay for Christmas Dinner. **We still need you to return a completed slip.**

Facilities will still be available for children bringing a packed lunch. The Christmas dinners will be ordered on Friday 29th November and therefore we require all slips by this date.

Yours sincerely,

Mr. T. Martinson
 Headteacher

CHRISTMAS DINNER (completed slip required for each pupil in school)

Child's Name _____ Class _____

I would like to book a Christmas Dinner for my child	
I will be providing my child with a packed lunch or they will go home for lunch	

