

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
 Website www.williamread.essex.sch.uk



Tuesday, 19 November 2019

Dear Parents and Carers of pupils in Upper 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 who are entitled to Free School Meals do not have to pay for Christmas dinner. **We still need you to return a completed slip.**

If your child is in Upper School and requires a Christmas dinner, please pay by cash only, complete and return the slip below together with the money (if required) in a named envelope stating Christmas Dinner, by Friday 29th November. There will be a charge of £2.20.

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	

