



# LINGFIELD PRIMARY SCHOOL

Partners in Learning  
Headteacher Mr Ron Gandolfo Bed  
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Vicarage Road  
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23<sup>rd</sup> September 2011

Dear Parents/Carers

We are pleased to tell you that the children have settled in to school beautifully. As you know they will be staying for lunch from Monday (26<sup>th</sup> September). Our new pick up time will be 1.15pm until Monday 10<sup>th</sup> October, when the children will be attending fulltime and pick up will be 3.10pm.

While the children are being picked up at 1.15pm, can you please gather in the staff car park when you arrive (the car park side of the fence) and one of us will come and collect you. This will allow the rest of the school to safely return to their classrooms following lunch time play on the playground.

Following lunch in the Dinner Hall, the children will be having a short playtime on the little Reception playground. We will be leaving the playground at 1pm. We would be grateful if you could avoid arriving in the car park too early. This is because it is adjacent to the playground and we have found that some children get upset if they see their parents and are unable to go home with them immediately (we need to bring the children back to the classroom for coats and bags and afternoon register).

If you have signed up to stay for lunch with your child next week, please arrive at the office by 11.45am. We also ask that, when you have both finished, you take your child straight home. We have found that some children get upset if they see other's parents on the playground when theirs aren't.

Best Regards

*R. A. Madden*  
*K Storer*

Mrs Madden and Mrs Storer

The office has asked us to pass on the following important information:-

### Meal Options for your child

There are several options available to parents:-

A hot meal or packed lunch (cold option) both provided by the school or, if preferred, sandwiches from home.

School meals cost **£2 per day, £10 per week** and payment may be made weekly on a Monday morning, or half termly, within the first two weeks of term. Payment may be made in cash (correct money please!) or by cheque, made payable to "Lingfield Primary School" at the School Office. Alternatively, parents may pay on-line using a debit or credit card via the Surrey County Council website. If you feel that you may be entitled to free school meals for your child, please enquire at the School Office for the appropriate forms. Meal costs are always published on the school website, at the beginning of each half term on the school newsletter and are displayed prominently at the School Office and at the main children's entrance. Meals are **not** charged for if a child is absent.



www.lingfieldschool.com





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A copy of this term's School Meals menu will be emailed out to parents directly on Friday 23rd of September. It will also be published on the school website.

**Please inform the School Office directly** if you wish your child to swap from hot/cold school meals to sandwiches from home or vice versa. We ask that parents give us **one full weeks' notice (from a Monday to commence the following Monday)** of their intention to swap. We are happy to offer Reception children a two week School Meal trial period, however, we do ask that parents inform the School Office of any changes prior to the end of the two weeks.

On **Monday 26th September**, we ask that parents who wish their child to have a **school packed lunch (cold option) only** go to the School Office after they have dropped off to let them know. If your child will be having sandwiches from home or a school hot meal, we will make a note of it in class and inform the School Office team accordingly.

Please note that we a **NUT FREE** school. As you may be aware, coming into contact with nuts when you are allergic to them can be very dangerous. **As we have a number of pupils and members of staff with nut allergies, it is vital that this rule is adhered to.** Our kitchen staff are very vigilant when it comes to ordering ingredients and we would request that parents also take care when providing snacks or a packed lunch for your child.

**Items such as peanut butter, chocolate spread containing nuts, museli/snack bars etc need to be avoided.** Your help in this matter is greatly appreciated.

We are part of the Healthy Schools Scheme, so would ask you to consider this when preparing a packed lunch. We understand that some children can be picky about what they eat and sometimes it can be difficult to be 100% healthy. We would remind you that we do not allow sweets/chocolate as part of a lunch box and would not encourage crisps as part of an everyday lunchbox

