



Ref: DJH/KR

25 March 2020

Dear Parent/Carer

Re: Free School Meal Provision from Monday 30 March 2020

To improve the efficiency and effectiveness of the procedure for providing Free School meals, I have asked Aspens, our meals provider, to provide food for a week at a time from **Monday 30 March 2020**. This means that parents will only have to visit the Academy once per week. The packs of food will contain a variety of foodstuffs enabling parents to provide the equivalent of a Free School Meal for their children for the rest of the week.

These packs will be available from the Academy at the same location as before between 11:00am and 12:00 noon every Monday. If at all possible it would be appreciated if parents could bring a suitable bag to transport the food home.

NB Could I remind you to please maintain a 2 metre distance between you and others at all times whilst picking up your food.

Students of key workers and vulnerable students who are currently attending the Academy and who are entitled to Free School Meals will be provided with a meal on Monday. Students can then take their pack home and parents can then make packed lunches for the rest of the week.

Yours faithfully

Mr D J Hampson, OBE
Chief Executive Officer