

MEDWAY COMMUNITY PRIMARY SCHOOL

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Home of past and future Nobel Prize winners.

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Dear Parent/Carer

Re: School Dinners

Please may we remind you that all School meals must be paid for in advance to the School office using your Debit card before 3pm Monday to Thursday and before Midday on Friday. Meals as well as milk can be paid for on a weekly, half termly or termly basis. If more convenient, we are also able to process debit card payments over the telephone. Please contact the School office for more information on this.

As a gentle reminder please note, we are unable to make any changes to your child's meal preferences during midterm. Therefore, they will have to remain their chosen preference. To ensure smooth running, we are only able to accommodate any changes to meal choices either the **first** week of term and/or the **last** week.

Furthermore, if your child needs to have a School dinner, the School are only able to provide them with one if the payment for it has been made in advance and if there is no outstanding balance owed on the account.

If you have any queries, please let us know and we will endeavour to help.

We thank you for your cooperation.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Steven Williams', is written over a thin horizontal line.

Steven Williams
Headteacher