



Hemlington Hall Academy
Briscoe Way
Hemlington
Middlesbrough
TS8 9SJ

Tel: 01642-591171
Email: admin@hemlingtonhallacademy.co.uk
Website: www.hemlingtonhallacademy.co.uk



Headteacher: Mrs KL Edmenson

NOTIFICATION TO SCHOOL OFFICE

REQUEST TO CHANGE DAILY SCHOOL MEAL ARRANGEMENTS

Name of child:

Classroom Teacher:

Signed: (Parent/Carer)

Date:

I would like to request a change to my child / children's school lunch provision as of:

Date of change (week beginning):...Monday...../...../.....

From:

- Paid School Meal
- Packed Lunch
- Free School Meal

Change to:

- Paid School Meal
- Packed Lunch
- Free School Meal

My child is no longer entitled to free school meals as of...../...../.....

.....

For Office Use:

Request received date:..... Adjusted on SIMs: Signed:

(Accessible formats available on request)





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1st September 2018

Dear Parent / Carer

Re: School Meals

Please be advised that the weekly cost for school meals for pupils in Y3-Y6, from **1st September 2018** will be **£10.00 (£2.00 per day), to be paid every Monday, in advance, for the week.**

If you wish to change your child's lunch arrangements, we require one half-term's notice for **ALL** pupils. **It is important that you complete and return the form overleaf in order for the change to take place, otherwise you may be charged.**

Please also use this form to notify us if your circumstances change, i.e. your child is no longer entitled to free school meals.

If you think you may qualify for free school meals, then please provide your **Name, Date of Birth and National Insurance Number** to a member of the office staff, who will be able to check your eligibility. School Office 01642-591171. (Form available from the school office).

Reminder for Year 3 parents: From 1st September 2018, Y3-Y6 pupils are required to pay for school meals, unless they are entitled to free school meals.

Thank you in advance for your continued support.

Mrs K Edmenson
Headteacher

(Accessible formats available on request)

