

14th May 2019

Dear Parent/Guardian,

I am writing to you with regards to our lunchtime hour. There have been some parents of pupils who attend Nursery or Reception on a part-time basis, coming to school far too late and then expecting their child to be able to participate in having their lunch at school.

Please note the allocated times below and if you come to school after that, your child **WILL NOT** be able to eat their lunch at school. You will then have to make your own arrangements and bring your child to school once they have eaten.

If your child attends Nursery or Reception for the afternoon, the session starts at 11.50am, and your child is expected to arrive at that time. If your child eats:

- 1 A school dinner - the latest time we will hold their dinner is 12.05pm.
- 2 A packed lunch - the latest time we will allow your child to have their lunch at school is 12.20pm.

If you arrive after the times stated above, please do not be offended that we will not allow your child to eat at school.

If your child eats their lunch at home, please make sure you arrive to school for 12.20pm, as any other time disrupts the routine for your child and school.

Please do not hesitate to contact me if you would like to discuss the content of this letter.

Yours sincerely,

Mrs Collier
School Administrator