



Daubeney
academy

PART OF:
challenger multi-academy trust

Daubeney Academy

Orchard Street
Kempston
Bedford, MK42 7PS

telephone: 01234 400111

fax: 01234 400112

Headteacher: Mr Steven Miles
smiles@daubeneyacademy.co.uk

email:
office@daubeneyacademy.co.uk

website:
www.daubeneyacademy.co.uk

2nd November 2018

Dear Parents/Carers

Re: Lunch Arrangements for School Christmas Dinner Day - Wednesday 19th December 2018

Caterlink, the company which provides our school lunches would like to offer all children the opportunity of having a traditional Christmas Dinner. A vegetarian option will also be available on request. In order for the Kitchen Manager to order sufficient supplies for that day, ***all requests and payment for a Christmas dinner must be received by the deadline date of Friday 23rd November 2018 via your Daubeney Academy Parentmail account.*** For those still wanting to make payments via cash or cheque please note the following:

- All payments must be clearly marked with your child's full name, form and items required, and then handed to the main school office, not the school kitchen.
- Cheques now need to be made out to TCMAT t/a Daubeney Academy.
- As before, no change will be issued from either form of payment.

The reply slip and payment must be received by the **deadline of Friday 23rd November 2018** in order for your child to enjoy a Christmas Dinner. Otherwise your child will be required to bring a packed lunch or go home for dinner on Wednesday 19th December.

We would ask you to complete the reply slip below, indicating which lunch arrangements will apply to your child on our Christmas Dinner day – **Wednesday 19th December 2018**. ***Please return the slip and payment (if required) in a sealed envelope with your child's name and form clearly marked "Lunch Arrangements for School Christmas Dinner Day" to the office by Friday 23rd November.***

Thank you for your co-operation. If you have any queries, please contact the school office.

Yours sincerely,

Mr S Miles
Head teacher





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Name of Pupil: _____ Form: _____

Christmas Dinner Vegetarian Option Packed Lunch Home Dinner

- I enclose £2.20 cash payment
- My child is entitled to Free School Meals
- I have paid via my Daubeney Academy Parentmail Account

Signed: _____ **Date:** _____

