



## *St John's CE Primary School*

*Brook Lane, Walsall Wood, Walsall, WS9 9NA*

*Head Teacher: Mr A C Mills*

*Tel: 01543 452197 Fax: 01543 452956*

*e-mail: [office@st-johns.walsall.sch.uk](mailto:office@st-johns.walsall.sch.uk)*

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04 October 2021

Dear Parent / Carer,

This is a reminder of the procedure for cash collection at St John's School:

On Monday morning of each week when your child is having a hot meal, give your child an envelope containing the correct money for the meals that you require for that week. Please write your child's name, class name and the days on which you require hot meals on the front of the envelope. Envelopes are available from the School Kitchen. If your child is entitled to free school meals they can still have a meal, at no cost to yourself, every day, but you still need to order your meals on a Monday.

Please note that we cannot issue change, so either send a cheque made payable to 'Walsall Council' or enclose the exact money, should there be any change due, it will be credited to your child's account so just deduct the change from the following week.

If you need to cancel a meal for any reason, eg. if your child is sick, you must notify the kitchen staff on **01543 452193** before 10.00am on the day that the meal is required. If your child is absent on a Monday please hand the envelope to the Kitchen Staff at the earliest opportunity.

The daily cost of a meal is £2.05, drinking water is always provided on each table.

Thank you for your co-operation.

Yours sincerely

Mr A Mills

Head Teacher





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