

Headteacher
Miss Paula Casey

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Dear Parent / Carer,

The Local Authority have informed us that, for the time being, they are going to issue children who are entitled to Free School Meals with a packed lunch each day during this period of school closure. This situation will be reviewed weekly. Should this advice change, we will inform you straight away.

In order for us to know how many lunches to prepare, please could you complete the slip below and return it to school **immediately**. You will be issued with further instructions as soon as possible.

However, if you believe that you may still be entitled to receive a Free School Meal but are not currently registered, please register as soon as possible to make sure your child doesn't miss out.

How does it work?

1. First, complete a free school meal application online by registering on the Halton Borough Council website (see link below)

<https://www3.halton.gov.uk/Pages/EducationandFamilies/Schools/FreeSchoolMeals.aspx>

2. Registering is really quick and easy – but if you have any difficulties, you can still call in at a Halton Direct Link Office and answer some questions.

Thank you for your co-operation in this matter.

Paula Casey
Headteacher

BROOKVALE PRIMARY

PUPIL NAME:

I DO wish to collect a Packed Lunch Daily

I DO NOT wish to receive a school Packed Lunch

SIGNED:

DATE:

