**REQUEST FOR CHANGE OF MEAL ARRANGEMENT**

I wish to change my child’s meal arrangement:

Childs Name …………………………………………………………………………………..… Class ………………..……….

My child is currently on …………………………………………………………………..

I wish to change to (please tick):

Packed Lunch

Paid School Meal

Free School Meal

I understand that I cannot change again until the next half term.

Parents Name …………………………………………………………………………… Date …………………………….

* If your child has packed lunch and you wish to change to Paid School Meal the cost will be £10.50 per week and you must pay weekly, monthly or termly **in advance**.
* Any accounts in arrears will be stopped from having a school meal and you must bring a packed lunch.
* If your child is on packed lunch and you wish to have Free School Meals you will need to complete a Free School Meal form which can be collected from the office.
* If you are applying for Free School Meals, your child must be given a packed lunch until we have received your authorisation from RBC. (Please bring the letter in to the school office)
* Free School Meals will not be given unless we have up to date authorisation from RBC.
* If your child is on a school trip and they have a school meal they will be provided with a school packed lunch.
* You can only make one change to our child’s meal arrangements per term.
* Any changes are the responsibility of the parent/carer, if you do not inform the admin office, in writing, giving at least 2 weeks’ notice, you will be charged for meals and any outstanding balance must be paid. **Telling your child’s teacher will not be considered proper notice.**