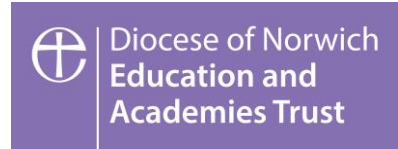




**Kessingland Church of England Primary Academy**

Headteacher: Mr Adrian Crossland  
Field Lane, Kessingland, Lowestoft, Suffolk, NR33 7QA Tel: 01502 740223  
Email: office@kessingland.dneat.org Web: www.kessingland.dneat.org



6th November 2016

Dear Parent/Carer

I am writing to let you know that the school Christmas Lunch will be on Thursday 15th December 2016. Please find attached menu.

We have to provide our catering staff with the number of children who will be having Christmas lunch by Monday 28<sup>th</sup> November 2016. If your child is not having the Christmas lunch, please could you provide them with a packed lunch on this day as unfortunately no other option will be available. Please be aware, we are unable to book lunches after this date.

There will be no charge if your child is in Key Stage 1 or in receipt of free school meals but we do need you to return the reply slip to enable numbers to be booked. The cost of Christmas Lunch, if your child is in Key Stage 2, is £2.20 and will need to be sent into school week commencing Monday 12<sup>th</sup> December 2016. Please make sure this is in an envelope, clearly marked with your child's name and their class.

Yours sincerely

Mrs Downie  
Office Manager

My child ..... In class.....  
will require a Christmas Lunch

OR

I will provide my child ..... In class.....  
with a packed lunch.

Signed ..... Date.....

