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Headteacher: Mr Alex Rawlings • **Deputy Headteacher:** Mrs Jayne Westwood

September 2020

Dear Parents

May I clarify a number of points please regarding the payment/take up of tuck, lunch and lunchtime drink money:

Tuck

Years 1 – 6 - Children may bring in no more than £1 per day for break time tuck. Each child will be allowed 2 items of food to eat and 1 drink only – it is a short space of time and just provides a snack boost to keep them going until lunchtime! Also, the food is freshly prepared and the kitchen needs to make sure that all children have something if they want. Children eligible for free school meals (ie family meets the eligibility criteria set out by the government) are entitled to a free carton of milk at break time.

Nursery and Reception classes - Milk is provided separately during 'snack time' within the Early Years Unit. Early Years children do not have 'tuck' as a piece of fruit is provided daily, free of charge.

Lunch

Nursery children who attend either morning or afternoon sessions, will lunch at home. If your child attends Nursery for a 'whole day session' (30 hours per week) they are required to bring a packed lunch from home.

Lunches for Reception Class, Years 1 and 2

If your child is in Reception Class, Year 1 or 2, they will be entitled to a meal at no cost to parents/carers **(this applies to ALL children in these year groups, not just families eligible for free school meals)**

Dinners for Years 3, 4, 5 and 6

1. If you pay for your child/children's lunches (£2.40 per day) we prefer that it is paid
 - Weekly (at start of week) in advance
 - On the day of take up

2. Preferably, all monies should be placed in a named purse or envelope (we provide envelopes for you, if needed) stating:
 - Name
 - Date
 - Class
 - Total amount enclosed
 - Day/days it relates to

If you have more than one child, may we please ask that payment is put in separate envelopes.

Please turn over

3. Children eligible for free school meals in Years 3, 4, 5, and 6 may have either a hot or school-prepared packed lunch. Many children with this eligibility continue to bring packed lunches from home – **PLEASE GIVE SCHOOL MEALS A TRY – THEY ARE FAB!**

Any child in school may like a purchased drink and this needs to be paid for at the time of purchase (break time or lunch time). Fresh water is **ALWAYS** available on the dining table at lunch time. SHOULD YOUR CHILD PRESENT AT THE DINING HALL WITH INSUFFICIENT MONIES FOR A DRINK, THEY WILL BE ASKED TO HAVE WATER – A PURCHASED DRINK WILL NOT BE OFFERED TO YOUR CHILD. In the past it has caused 2 problems – firstly, parents/carers being faced with unexpected bills for drinks they were not aware their child had ‘purchased’ and of course secondly, the additional work load sending these bills creates. Catering and Client Department, who provide the school kitchen, must operate within these regulations to maintain efficiency and financial viability. School supports them in this. Please ensure you do **your bit** (most parents do – thank you) to make the system runs smoothly for all.

Yours sincerely



Alex Rawlings
Headteacher