

**EYFS/KS1 Site:**

Sandpits Rd, Ludlow, Shropshire SY8 1HG

**KS2 Site:**

Clee View, Ludlow Shropshire SY8 1HX

**Telephone**: 01584 873602

**Email:** [admin@ludlowprimaryschool.co.uk](mailto:admin@ludlowprimaryschool.co.uk) **Website:** www.ludlowprimaryschool.co.uk

8 April 2022

Dear Parents / Carers,

I am writing to inform you that the price of a hot cooked lunch will rise to £2.50 from Monday, 25th April.

I trust you will understand that with the rising cost of ingredients and transport this price increase is necessary to cover the costs involved in providing hot lunches every day.

I am also informing you that unfortunately, unless you have booked a meal for your child, we will not be able to provide a hot lunch for them. Currently, our catering team cook an additional 10+ meals every day just in case parents do not book a lunch for their child. It is quite usual (especially on a Monday) for a high number of children to request a hot dinner when no booking has been made. If we were to continue with this practice, this would cost the school an additional £25 per day, £125 per week and over the course of the year would amount to £4,875 extra. This is not sustainable.

All lunch bookings, including for children who receive a free meal, should be made online using School Money. If you experience difficulties accessing School Money, the admin team will be happy to help.

On the first day of your child’s absence, when reporting this to school (by phone or email to admin@ludlowprimaryschool.co.uk), please ask for their lunch to be cancelled. If you know they will be off for more than one day, and if you have booked a lunch for them, please cancel subsequent lunch bookings. If the lunch is not cancelled, you will be charged. To ensure we are not wasting food and if your child is entitled to a free school meal and you know in advance, they will not be in school, please cancel their booked lunch.

If you have not booked a lunch for your child, please send them in with a packed lunch.

If you have any questions or queries, please do not hesitate to contact me by phone or email.

Kind regards,

Kate Mather

Headteacher