



MANOR COURT Community Primary School

incorporating Manor Court Early Years Centre

A Member of Preston Primary Academy Trust

Head Teacher Mr L Talmage

Deputy Head Teacher Mr A Clode Assistant Head Teacher Mrs G Terry

Duck Lane, Chard, Somerset TA20 2ES

Telephone 01460 62350 • email office@manorcourt.ppat365.org

manorcourtschool.sch.co.uk • twitter [@ManorCourtChard](https://twitter.com/ManorCourtChard)

8th January 2021

Dear Parents/Carers,

Free School Meal Provision

We have now received the Government's instructions on how to provide for those families in our school community who are entitled to free school meals, and we are now pleased to be able to share details of the scheme with you.

The Government are no longer providing vouchers in lieu of free school meals. Instead, we have been instructed to provide a food box containing enough provisions for one week's lunches plus extras to be distributed to families who have their children at home. We detail below our provision starting next week:-

- If your child is entitled to a free school meal and they are attending school during national lockdown under the Government's criteria, and you have completed a menu order form for them, they will receive your ordered choice of hot meal.
- If your child is entitled to a free school meal and they are not currently attending school, they will receive a food box.
- Food boxes will contain provisions such as bread, potatoes, cheese, beans, pasta, fresh fruit and extra provisions – enough to cover one week's lunches. One box per entitled child will be available.
- Next week only, boxes will be made available for collection from the Early Years Centre at the back of the school on Wednesday 13th January. From Monday 18th January onwards, boxes will be made available to collect on Mondays each week until we return to normal school life. The collection point will continue to be from the EYC.
- To minimize contact between families and year groups, please collect your box during your allocated timeslot below. If for any reason, including self-isolation/Covid, you are unable to collect your food box in person, please allocate someone on your behalf to collect and inform the school office email address of who will be collecting for you.

Foundation (Hedgehogs & Squirrels) – 12.30pm to 1pm

Yr 1 & Yr 2 (Bumblebees, Dragonflies & Nightingales) - 1pm to 1.30pm

Yr 3 (Kingfishers & Owls) - 1.30pm to 2pm

Yr 4 (Eagles & Puffins) - 2pm to 2.30pm

Yr 5 (Badgers & Foxes) - 2.30pm to 3pm

Yr 6 (Herons & Otters) - 3pm to 3.30pm

- If you are self-isolating and have no other means of collecting your box, we will deliver to your home address upon proof of isolation. Please contact the school office if you require a delivery.
- If you have more than one child, please collect your boxes at an allocated time for one of their year groups, convenient to you.
- If you do not require a food box, please let us know and we will cancel on your behalf to save on food waste. Likewise, if a family does not collect their food box for two consecutive weeks, and we do not receive notification of cancellation, we will cancel the order for that family.



ASPIRE

Ambition • Sincerity • Positivity • Integrity • Respect • Empathy

We trust that you will work with us to ensure all families safely receive their food parcel and would ask that you maintain social distance from other families and staff when collecting and please ensure you wear your face mask and use hand sanitizer as necessary.

If you have any questions about this, please contact the school office either by telephone or email.

Thank you for your continued support.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'L. Talmage', with a long horizontal flourish extending to the left.

Mr L Talmage
Head teacher

A handwritten signature in black ink, appearing to be 'A. Clode', written in a cursive style.

Mr A Clode
Deputy Head teacher/Inclusion Leader