

# Meal Change Request Form

Packed Lunch for Autumn / Spring / Summer Term

<b>Child Name</b>		<b>Year Group</b>	
<b>Required Start Date</b>			

I would like for my child \_\_\_\_\_ in year \_\_\_\_\_  
to be packed lunch from \_\_\_\_\_ to \_\_\_\_\_

I understand that:

- Changes to meal preferences should be notified at the beginning of a half-term wherever possible. However, under special circumstances, **a minimum of two weeks' notice is required for any change**, this is specified as kitchen orders are processed 7 days in advance and accurate numbers are required for ordering.
- If a child forgets their packed lunch and is given a school meal, Parents/Carers must pay for that meal on the same day or the following morning at the latest (except for children in receipt of Free School Meals).
- I must provide a packed lunch container where food items can be stored securely and appropriately until the lunchtime period, and all packed lunches need to be labelled clearly with child's name and year group.
- I must include an ice pack with packed lunches, to reduce the risk of harmful bacteria growing if left in warm temperatures.
- My child must bring packed lunches in reusable plastic containers, rather than disposing of plastic bags and bottles.
- I understand that due to current allergies in the school the following items cannot be brought in – Kiwi, pineapples, nuts, including nutella or seeds).

Name \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_ Date \_\_\_\_\_