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19 March 2020

Dear Parent/Carer

Following the recent government guidance on free school meals:

Support for pupils who have to stay at home

Under normal circumstances, schools are not expected to provide free school meals to disadvantaged children who are not attending due to illness or if the school is closed. We expect schools to continue to provide support to these pupils if:

- *they/or a family member are affected by coronavirus (COVID-19)*
- *your school is only open for certain groups or is closed temporarily*

We understand that schools will have different approaches to how they currently provide free meals to disadvantaged children.

In support of this we intend to produce packed lunches for eligible children, these will be available on a daily basis for collection from the Academy.

To enable us to ensure we manage this effectively in relation to staff and resources, can I ask that you let the Academy know by **2:00pm Friday 20th March** whether you intend to claim your child's free school meal and advise us of any dietary requirements. The packed lunches will be distributed daily at the school gate by our catering staff between 11:30am and 12:00pm only. There is an expectation that if you request this service that you are committing to collect the packed lunch every day.

These are very challenging times and by working together I am sure we can support each other in getting through this. If we can be of any help please do not hesitate to contact us.

Yours sincerely

Mr D Gelder
Principal
For and on behalf of Tove Learning Trust