



**WESTGATE
PRIMARY SCHOOL**

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28th May 2020

Dear Parents

Re: Free School Meals arrangements from 01/06/20

As you know, school begins to reopen more widely from Monday 1st June, to target year groups. We have been waiting for further information from the DfE and from Leeds Catering Agency about the arrangements for children eligible for Free School Meals from Monday. As it stands, these are the arrangements going forwards:

- For children in target year groups (Reception, Y1, Y6) whose parents have decided they will return to school, shopping vouchers, hampers or packed lunches will continue to be provided for the weeks that children are not scheduled to be in school. They will not be provided on the weeks children attend, whether or not you choose to take up a free school meal in school.
- For children not in target year groups, and those in target year groups whose parents have decided they will not return to school, shopping vouchers, hampers and packed lunches will continue to be provided for the rest of this half term, unless they begin to attend school. At that point, the terms outlined in the first bullet point will apply.
- This evening I was informed that from Monday 01/06/20, packed lunches and hampers will be made up at Otley All Saints CE Primary School, Lisker Drive, Otley, LS21 1DF. At the same time, I have completed staffing rotas for the coming seven weeks. Due to the increased numbers of staff needed for the wider reopening of school, unfortunately packed lunches and hampers can no longer be delivered to your home. From Monday, families currently receiving either of these can choose either to collect their daily lunches/ weekly hampers from Otley All Saints, or to move onto the voucher scheme. If you would like to move onto vouchers, please contact me via the VLE or email admin@westgateprimary.co.uk tomorrow, Friday 29th May, by 15:00, so that arrangements can be made for the coming week. Unless you contact us tomorrow, we will assume you are happy to collect your packed lunch/ hamper from Otley All Saints.

If further information becomes available regarding Free School Meals, I will of course share this with you as soon as possible.

Thank you for your understanding as we continue to work to tight DfE timescales.

Yours sincerely

Helen Carpenter
Head teacher