

Date 10.09.2025

Subject: Lunch Reimbursement Provision for Week Commencing 01.09.2025

Dear Parents and Carers,

Due to the continuing issue with the water supply at West Monkton School our production kitchen has relocated to another site within the Trust. We have limited capacity at this site and therefore will continue to offer a cold service for lunches for this week.

Food Services

As stated previously we are only providing meals for Universal FSM and those eligible for FSM. Families who have paid for meals will be reimbursed and will need to provide a pack lunch for their child until the issues has been resolved.

Credit Notes

We have raised a credit note for all meals selected and paid for on both the 4th and 5th of September. We will raise another credit note on Friday (12th September) to cover paid for lunches for this week (commencing 8th September).

After School and Breakfast Club Bookings

We have block cancelled all wraparound bookings for the 4th September due to the school closure. This means you will not be charged for these bookings. If you have a balance on your wraparound account the charge for any bookings on the 4th will be deducted from this (you will owe less). If you have paid for all of your wraparound in full a credit balance will show on your account.

Next Update

At this stage, we anticipate that these arrangements will remain in place until **Monday 15th September**, when we will provide a further update (or sooner, if necessary).

We fully understand that this situation may cause concern and disruption. Please be reassured that every decision is made with your child's health and safety at the forefront.

If you have any questions or concerns, please do not hesitate to contact the school office via email.

Thank you for your patience, understanding, and cooperation as we navigate this issue together.

With best wishes,

Dawn-Marie Owens

Extended Services Manager