



Ivy Lane School

Ivy Lane, Chippenham,
Wiltshire, SN15 1HE.

www.ivylane.wilts.sch.uk

Telephone: (01249) 652556

Email: admin@ivylane.wilts.sch.uk

Headteacher: Mr C Cannings

27th November 2017

Dear Parents of KS2 children,

Re: Whole School Christmas Dinner

Please find attached our Christmas Menu.

This year we will be having our Christmas Dinner on Tuesday, 19th December. All fresh, locally sourced ingredients, will be used where possible to prepare a traditional Christmas meal. The cost will be £2.50, which I hope you agree is good value considering this price includes a Christmas cracker!

It is vital that we know how many children will require Christmas Dinner and also their choice of **Turkey** or **Vegetarian**. This will enable our kitchen to purchase the correct quantities of food to ensure there's plenty, but also minimise on any left-overs.

This Christmas Dinner payment is separate to the normal School Dinner payment you usually make online and will not be deducted from your top up payment – it's totally separate.

So for this particular school dinner, it's essential that you please log in to your Scopay account and click on the blue words that say: '[Christmas Dinner KS2 2017](#)'. This then takes you to a new screen where you will see three tick boxes: one for **Turkey Dinner**, one for the **Vegetarian** option one to inform us that your child will be bringing in their own **packed lunch from home**. Please tick your child's choice then press **Save**. (There is no acknowledgement when you click Save so please don't worry, if you have clicked Save, your choice will filter through to our system). Please then proceed to pay the £2.50 owed.

There is no payment required for children entitled to Free School Meals, however, it is important that everyone logs in to choose Turkey, Vegetarian or own packed lunch.

Please ensure that you have ordered/paid for your Christmas Dinner by Friday, 8th December. Unfortunately we will be unable to accept any orders after this date due to catering ordering deadlines.

Children always look forward to this event each year and so we hope your child is able to join in the fun. They especially look forward to being served their dinner by the school staff and eating with their class teacher!

Yours sincerely

Mr C Cannings
Headteacher

