



Birley Primary Academy

A L.E.A.D Academy

Headteacher: Dawn McAughey

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9th May 2024

Dear Parents and Carers,

We are writing to inform families of amendments to the daily morning and dinner arrangements.

Any children arriving late after 8:45 am must be accompanied by an adult to main reception and signed in by the adult with a member of the Office team.

Children arriving up until 9:00 am will be given the full menu choice range when signing in.

If children arrive after 9:00 am they will have the limited choice of either Pasta or a wrap with pudding or will need to bring a packed lunch from home for their dinner.

These changes have been amended to ensure a smooth running of the kitchen and also to encourage children to arrive on time each day. Only if children have a medical appointment and we have received evidence of the appointment will an adult be able to pre-order a dinner for their child.

And finally, when a child's dinner does not have any credit, a basic wrap meal will be provided until the debt is cleared. The debt must be cleared by 8:30am for the child to have their chosen hot dinner that same day.

The changes will take effect on Monday 13th May 2024.

Yours sincerely

**DAWN MCAUGHEY
HEADTEACHER**



Registered no. 08296921