



West Park C.E. Primary School

Marlborough Road, Worthing, West Sussex, BN12 4HD

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Headteacher: [Mrs C Bull, BSc \(Hons\), CertEd](#)

Dear Parents/Carers,

Re: Universal Infant Free School Meals

We are pleased to inform you that all children in KS1, Reception to Year 2, are eligible for Universal Infant Free School Meals.

This means your child is able to have a hot meal every day, bring a packed lunch or have a combination of both.

In order to reserve your hot meal for your child you will need to logon to a new meals system via the parent pay app. You will need to logon each term to order your child's meal at least two weeks in advance. When you logon to the system you will see a menu with options for your child each day. You will select your preference in advance for your child but no payment will be necessary. If you decide not to have a hot meal for your child please let us know that you will be providing a packed lunch.

It is very important that hot meals are ordered at least two weeks in advance as we are only provided with enough meals for the children who have ordered these. More details on how you login in and set up your meals account will be provided later.

If your child has special dietary requirements you are required to complete some forms in order to organise a special menu. A doctors letter of authorisation is also required. Please contact the school office for more information.

Yours sincerely,

Mrs C. Bull
Headteacher

