

November 2024

Dear Parent/Carers

**Christmas Lunch in the Dining room - Tuesday 10<sup>th</sup> & Thursday 12<sup>th</sup> December**

City of Norwich School, an Ormiston Academy is holding a Christmas lunch on Tuesday 10<sup>th</sup> and Thursday 12<sup>th</sup> December in the dining hall, with allocated slots for each year group as detailed below.

**Tuesday 10<sup>th</sup> December - Year 7, 8 & 9**

**Thursday 12<sup>th</sup> December Year 10, 11 & Sixth Form**

The cost of Christmas Lunch will be £3.50 and can be purchased via your My School Portal account. Please feel free to contact the finance office [cnsfinance@cns-school.org](mailto:cnsfinance@cns-school.org) if you require any help or experience any difficulties with your account. If you are unable to use this method cash can be paid to the Finance office via Student Services. Payments must be received as soon as possible to enable the catering team to be appraised of numbers no later than **Wednesday 4th December**.

If your child is entitled to Free School Meals, they will automatically be allowed to have a Christmas lunch, if they choose, with the additional cost supplemented by the school. Please complete this form using the link provided below if your child is entitled to Free School Meals and if they would like a Christmas Lunch. <https://forms.office.com/e/C1KtTrxvpP> Please be aware however that if they accept this offer, the whole allocation will be used for the Christmas lunch. If they wish to purchase food at break, the school will provide an additional £1 subsidy for students to purchase a small snack. They can of course bring in additional money or top up their cashless catering allowance should they want to purchase extra items at breaktime.

A list of students participating in Christmas lunch both paid and free school meals will be given to the catering team by **Wednesday 4th December** if they would like to participate.

Please also be advised that snacks and drinks can still be purchased at break in the usual way. Other outlets will also be available at lunch should students wish to purchase a snack.

If you have any further questions, please do not hesitate to contact us on 01603 274000.

Yours faithfully

**Student Services**