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**Home Lunch Procedure**

**All parents are now required to contact school by email** preferably (or phone call) **to advise if their child is a home lunch** on that day. This information will then be matched against our online lunch system. The office will create a home lunch register daily. Before leaving school, all pupils are required to sign out and in using Home Lunch Register located in Reception. If pupils are home lunch, please note that pupils will leave on the 12.15pm bell and return at 1.15pm sharp. Pupils are required to sign back in at Reception and go straight through to their class at 1.15pm sharp.

Mrs A. Conner

Head Teacher

19.9.19

