

Headteacher: Mr S Woods

Upper Shirley High School
 Bellemoor Road
 Shirley
 Southampton
 SO15 7QU

Dear Parent/Carer,

Christmas lunch on Tuesday 19th December

We would like to invite your child to join us in a whole school Christmas lunch on Tuesday 19th December. This is a chance for students to sit down together, along with staff, to enjoy a Christmas meal with all the trimmings. The cost of the lunch is £2.40 and a full menu is displayed on the reverse of this letter.

To order a meal for your child please complete and return the slip below. Given the number of people to cater for on the day the kitchen require all meals to be pre-ordered; we therefore need all completed slips returned to us by Monday 11th December at the latest. Please note that if no slip is returned a meal will not be ordered for your child and we will be unable to cater for them on the day.

It is really important that the service runs smoothly on the day, to accommodate this we need all students to have adequate funds on their catering accounts in advance of the day. Parents can make a payment online or students can use the 'top up' machines in the school foyer to deposit funds. Parents who would like help with making an online payment should phone the school finance office or email the team at finance@ushschool.org. Please ensure your child has a sufficient balance on their catering account by Monday 18th December so that we can charge the cost of the meal (£2.40) in advance. Given the cost will be charged to catering accounts during the 18th December we cannot accept the deposit of funds using the 'top up' machines on this day or the 19th December.

Free school meals will be provided in the normal way, but orders do need to be placed by students entitled to a free meal to assist the kitchen staff with catering numbers. If a student on free school meals does not wish to have a Christmas meal they will need to bring in a packed lunch as no other meals will be supplied on the day.

Please note that no other food will be served at lunch time on this day and there will be no break service on 19th December. If students have not ordered a Christmas meal by 11th December they will need to bring in a packed lunch into school on the day. Sadly the kitchen will not be able to accommodate last minute orders on the day.

Please return all slips to Mrs Sandy Kelly in the General Office.

Yours sincerely,

Upper Shirley High School

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Christmas lunch on Tuesday 19th December – Please return to Mrs Kelly – General Office

I would/would not like (delete as appropriate) to order a Christmas lunch for my son/daughter on Tuesday 19th December. Please tick your requirements below.

Please print FULL name:		Parent Signature:	
Potato, Cheese and Onion Filo Puffs (Main)	Tick	Roast Turkey (Main)	Tick
Chocolate and Gingerbread Pot (Dessert)	Tick	Chocolate Coated Ice-Cream Tree (Dessert)	Tick



Upper Shirley High Christmas Menu 2017

Roast Turkey

Potato, Cheese and Onion Filo Puffs



Roast Potatoes

Traditional Sage and Onion Stuffing

Honey Roasted Parsnips

Brussel Sprouts

Gravy

Cranberry Sauce



Chocolate and Gingerbread Pot

Chocolate Coated Ice-Cream Tree

