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Head Teacher  
Deputy Head

Mrs Catherine Carr  
Mrs Sandra Doyle

LC/RCD

4 December 2017

Dear Parent/Carer

**School Milk**

The cost of school milk for the Spring and Summer Term 2018 (8 January 2018 to 20 July 2018) will be **£21.06**. Please note, that the milk supplied is semi-skimmed.

If your child requires milk for this period, please complete the slip at the foot of this letter and return it, to school, with your payment, by not later than **Monday, 18 December 2017**. If no slip is received, we will assume that your child does not require milk to be ordered for them.

Cheques should be made payable to 'Sheffield City Council' – ***please note that these will not be sent to the bank until mid-January 2018.***

The administration of milk is very time consuming and we would, therefore, appreciate your co-operation. This system will enable us to order the correct amount of milk from the dairy before the Christmas break and ensure that all classes have up to date lists in time for the first day of term. This should also alleviate difficulties caused when children believe they are having milk, but for whom none has been ordered.

Please note, if your child is under the age of 5, they are eligible for **free** milk. We will inform you on, or around, your child's 5th birthday when payment is due.

If your child is entitled to income related free school meals, they are also entitled to free milk. However this will **not** be ordered unless you complete and return the slip attached.

Yours sincerely

Louise Cunliffe  
School Office

SL10a

**Milk – Spring and Summer Term 2018**

Child's Name ..... Child's Class.....

- My child does require milk and I enclose **£21.06** as payment.
- My child does require milk and is entitled to income related free school meals. I have registered with Sheffield City Council for this.
- My child is currently under 5 and therefore eligible for free milk.

Cheques should be made payable to 'Sheffield City Council'.

Signed ..... Date .....