



**Billingshurst Primary School**  
**Headteacher : Helen Williamson BSc (Hons) MA**  
Station Road, Billingshurst, West Sussex RH14 9RE  
Tel: 01403 782789 Fax: 01403 783124  
e-mail: [office@billingshurstprimary.org.uk](mailto:office@billingshurstprimary.org.uk)  
website: [www.billingshurstprimary.org.uk](http://www.billingshurstprimary.org.uk)

Friday 29<sup>th</sup> September 2017

Dear Parents and Carers

Hot School Meals

Next Thursday, 5<sup>th</sup> October, is a National School Census Day. This is when the Department for Education (DfE) collects information about each school to help them plan for the future and, most importantly, the data is used to set future school budgets. One of the figures we have to report is the number of Reception and Years 1 & 2 children who are having a Universal Infant Free School Meal (UIFSM) on this day.

The census data is then used to decide how much funding for the year we get for our hot meals.

The system creates us with a difficult situation that we need to closely manage to prevent over spending our hot school meals budget. The important thing for you to understand is that we do not receive funding for the amount of hot meals we order daily for the children from Chartwells, only the number of meals eaten on the two census days in October and January each year.

As an example, if only 200 children have a hot meal on the Census Days then we are funded by the DfE for the other 188 academic days for those children only. If the school then orders 210 meals a day we have to pay for an extra 10 meals that we are not funded for. Over the course of a year, those 10 extra meals would cost the school more than £4,000 and we would have no option but to use other school budgets

from areas such as pay for teachers, classroom resources, support etc. We could of course, just order 200 meals but the risk then is that we may have more children than we expected having a hot meal and we could run out of food.

Our solution to this problem is to ask every child in Reception, Year 1 and Year 2 to try the hot meal on Census Day. Then your child will be fully funded to have hot meals during the year. All children will be given a hot meal in the dining halls, but if you really feel that your child will not eat anything (though there is a special fun menu planned for the day, see attached), then they can have their packed lunch once they get back to the classroom. We would like to encourage all parents to see this as an opportunity for their child to try hot meals which are after all free, highly nutritious and much quicker in the mornings than packed lunches and have proven benefits for children's concentration and learning in the afternoon. As the meals are usually £2.30 (for children not in Years Reception, One and Two), you could save up to £437 a year if your child ate them every school day. If all children, in Reception, Year 1 and 2, have a hot meal on Thursday, we will be funded so that there will be no additional cost to the school and we will have enough meals for every child that wants one. In these times of extremely tight budgets this is vitally important.

We thank you for your co-operation.

Yours faithfully

Helen Williamson  
Headteacher



**The Menu for Thursday 5<sup>th</sup> October will be an Italian Feast!:**  
***Main Course***  
**Pizza**  
**with Garlic Bread, Garden Peas or Salad**  
***Dessert***  
**Tutti Frutti Yoghurt**



2016/17

working with

National  
Literacy  
Trust

