



## **Changing Your Child's Meal Pattern**

A half terms notice is required should you wish to change your child's meal arrangement (school meals to packed lunch or vice versa).

All requests to change meal arrangements must be made in writing to ensure you are not inadvertently charged for meals that have not been taken and that we do not order meals that are not required.

All requests to change are to be sent via email to [admin@milecastle.newcastle.sch.uk](mailto:admin@milecastle.newcastle.sch.uk) before the last day of each term and will take effect on the first day of the new term.

Any outstanding balances for meals taken must be paid in full before changing to packed lunch.