



Seghill First School

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Headteacher: Miss T Chappell



15 March 2021

Dear Parents and Carers

Summer term 2021 milk- letter for parents of children who are entitled to Free School Meals

If you would like your child to have milk during the summer term, you will need to give consent for it on School Gateway. We cannot give milk to your child without consent on School Gateway.

Please open School Gateway and follow these steps-

- open the **payments** tab;
- open the **Summer term 2021 milk entitled to FSM** tab;
- click on the **consent box**;
- click on **add to basket**;
- click on **checkout**.

Even though you have to go into School Gateway through the payment tab to give consent, you are not charged for milk for your child.

Please give consent for milk in the summer term by **Thursday 25 March** on School Gateway. I have to order milk from the dairy on Thursday 25 March as this is the deadline for orders for the first week of the summer term. Once that order is made, it cannot be changed until the following week. If you give consent after 25 March, your child will not get milk until the second week back after the Easter holidays at the earliest.

If you have any issues, please contact me.

Many thanks.

Mrs Elliott
Office manager