



# Seghill First School

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Headteacher: Miss T Chappell



29 June 2021

Dear Parents and Carers

## **Autumn term 2021 milk- letter for parents of children who are under 5 years old for the whole of the autumn term up to 31 December 2021**

Parents of children who are under 5 years old for the whole of the autumn term do not have to pay for milk.

If you would like your child to have milk during the autumn 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 **Autumn term 2021 milk under 5 until 31.12.2021** 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 autumn term by **Friday 09 July** on School Gateway. I have to order milk from the dairy on Friday 09 July as this is the deadline for orders for the first week of the autumn term. Once that order is made, it cannot be changed until the end of the first week back after the summer holidays. If you give consent after Friday 09 July, your child will not get milk until the second week back after the summer holidays at the earliest.

If you have any issues, please contact me

Many thanks.

Mrs Elliott  
Office manager