

Dear Parent / Guardian,

## \*\*Meal Ordering & Cancellations\*\*

All orders will need to be completed by midnight Tuesday two weeks prior to when they are currently due.

Sickness - The parent needs to call the Chartwells Customer Care Line on 01908 615705 before 9am every day of the child's sickness. A credit is given from the second day onwards.

School trips and other cancellations – 48 hours' notice before 9am prior to the event the parent needs to call the Chartwells Customer Care Line in order for the meal to be cancelled and a credit given.

Deadline to Place Order	For Week Commencing
Tuesday 15 <sup>th</sup> August 2023	Monday 28 <sup>th</sup> August 2023
Tuesday 22 <sup>nd</sup> August 2023	Monday 4 <sup>th</sup> September 2023
Tuesday 29 <sup>th</sup> August 2023	Monday 11 <sup>th</sup> September 2023
Tuesday 5 <sup>th</sup> September 2023	Monday 18 <sup>th</sup> September 2023
Tuesday 12 <sup>th</sup> September 2023	Monday 25 <sup>th</sup> September 2023
Tuesday 19 <sup>th</sup> September 2023	Monday 2 <sup>nd</sup> October 2023
Tuesday 26 <sup>th</sup> September 2023	Monday 9 <sup>th</sup> October 2023
Tuesday 3 <sup>rd</sup> October 2023	Monday 16 <sup>th</sup> October 2023
Tuesday 10 <sup>th</sup> October 2023	Monday 23 <sup>rd</sup> October 2023
(No Bookings Required)	(OCTOBER HALF TERM)
Tuesday 17 <sup>th</sup> October 2023	Monday 30 <sup>th</sup> October 2023
Tuesday 24 <sup>th</sup> October 2023	Monday 6 <sup>th</sup> November 2023
Tuesday 31 <sup>st</sup> October 2023	Monday 13 <sup>th</sup> November 2023
Tuesday 7 <sup>th</sup> November 2023	Monday 20 <sup>th</sup> November 2023
Tuesday 14 <sup>th</sup> November 2023	Monday 27 <sup>th</sup> November 2023
Tuesday 21 <sup>st</sup> November 2023	Monday 4 <sup>th</sup> December 2023
Tuesday 28 <sup>th</sup> November 2023	Monday 11 <sup>th</sup> December 2023
Tuesday 5 <sup>th</sup> December 2023	Monday 18 <sup>th</sup> December 2023

Kind Regards,

The Chartwells Team

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