



The Petchey Academy

Inspiring & supporting every child

Principal: Olivia Cole BA (Hons) MBA

RAMADAN - Request for adjustment to Family Service daily charges

The academy is proud of our Family Service lunch provision where a high quality hot meal is freshly prepared and provided to every student each day. The provision is heavily subsidised by the Academy so that the charge to parents is kept as low as possible. Lunch is chargeable to parents each day but in certain circumstances, the Principal may agree an exception to the charge where an absence is due to:

Religious fasting where the Academy has been advised 2 weeks in advance by the parent.

Adjustment will not be made where a student has been absent due to sickness or taken a period of unauthorised absence.

Please complete the form below confirming the dates your child will be fasting between 5 May and 4 June 2019 and return to **accounts@petcheyacademy.org.uk** by **23rd April 2019**.

Please note that lunch accounts can only be adjusted for forms received by the due date. If forms are received after Ramadan commences, The Academy will have prepared food for your child already and so no adjustment will be made for those days.

Please can you ensure that your lunch account balance is paid up to date through Parentpay.

I,, the parent/ Carer of:

..... Year/House.....

..... Year/House.....

..... Year/House.....

Date requested

ask The Academy to consider an adjustment to lunch charges as below.

<u>Date from</u>	<u>Date to</u>	<u>Reason</u>	<u>No of Academy Days</u>	<u>Office use only</u>
		<u>Ramadan</u>		

