



8<sup>th</sup> February 2016

Dear Parents

As you know we offer Children the opportunity to have a third of a pint (189ml) of milk each day in school; and some of you have taken up this option. Free milk is available for children in Reception until the Friday before their 5<sup>th</sup> birthday, or for children who are eligible for Pupil Premium funding, in all Year groups.

We have recently been in contact with 'Cool Milk' who provide some of the local schools with their milk. 'Cool Milk' not only provide the milk for these schools, but also run the administration of the scheme, dealing directly with Parents for the ordering of milk and any related queries. The scheme requires Parents to sign up for milk via the 'Cool Milk' website, and this can be accessed via the following link: <http://www.coolmilk.com/parents>. The website also gives details on payment options available.

The milk supplied under this scheme is subsidised, and costs 22p per day for a third of a pint (189ml), and represents a saving on the scheme we currently run. As we wanted Parents to benefit at the soonest opportunity, we have arranged for all milk to be supplied under this scheme from **the first day back after half term, i.e. from Monday 22<sup>nd</sup> February 2016**, and after this date the school will no longer supply milk directly.

**In order for your child to receive milk from 22<sup>nd</sup> February 2016, you will need to register on the 'Cool Milk' website before 5pm on Tuesday 16<sup>th</sup> February 2016.** Unfortunately if you do not sign up by this time, then your child will not receive milk when we return from half term, and will need to wait until the following week to start. Should you wish to order milk at any future date, then Tuesday at 5pm is the cut off for milk to begin the following Monday.

If your child currently has milk, and you have already paid for the whole Spring term, you will still need to order and pay for milk for the rest of the Spring term via the 'Cool Milk' website. We will be contacting you separately in order to arrange a refund for the period 22<sup>nd</sup> February 2016 to 24<sup>th</sup> March 2016 of the amount that you have already paid the school, for this period.

If you believe that you are eligible for free milk, and would like to claim it, then please complete the **attached claim form** and return it the school office by **Thursday 11<sup>th</sup> February 2016**, so that milk will be available for you child from the Monday 22<sup>nd</sup> February 2016. Alternatively please visit the 'cool milk' website to begin ordering your child's milk <http://www.coolmilk.com/parents>.

If you are not able to access a computer at home, and would like to order milk, then please give us a call to arrange a time to pop into the school office to use one of the computers.

Kind regards

Fiona Girdler  
School Business Manager