



**Eldon Grove Academy**  
Eldon Grove, Hartlepool, TS26 9LY  
Tel: 01429-273895  
Executive Headteacher: Mme J Deville  
Head of School: Mrs A Brahimi  
Email: admin@eldongroveacademy.co.uk



**Request for Change of Meal Arrangements**  
**Academic Year 2021-2022**

I wish to request a change to my child (ren)'s current meal arrangements as follows:

Transfer from School Meal to Packed Lunch

Transfer from Packed Lunch to School Meal

Please note that pupils cannot transfer meal arrangements mid-term. Notice must be given by way of this request form and pupils can only transfer to the new meal arrangements at the start of a new half term. This request form must therefore be completed and handed into the school office prior to the half term holiday. All requests received will be acknowledged and meal arrangement changes confirmed by schooling message.

**Please can we ask that if your child is switching from school meals to packed lunch that any outstanding balance for meals is paid in full to clear the account.**

Thank you.

**Pupil Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Pupil Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Pupil Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ (parent/carer) **Date:** \_\_\_\_\_

Parent

**Relationship to Pupil(s):** \_\_\_\_\_

**For Office Use Only:**

Request Form Received: \_\_\_\_\_ (date)

Changes made to SIMS

Outstanding balance paid in full (if applicable)

Confirmation Message Sent

Actioned by: \_\_\_\_\_