**ANNEX A**

To: Parents of pupils in special schools entitled to free school meals

Dear Parent

**Free School Meals (FSM) Provision from 8 March 2021**

The purpose of this communication is to inform you of the arrangements for the provision of Free School Meals from 8 March 2021.

* School meals service will continue in special schools as normal from 8 March and entitled pupils in attendance will receive a FSM at school,
* Parents of pupils entitled to FSM who are unable to attend special school due to Covid-19 (eligibility specified below) may request a food parcel to the equivalent value of FSMs

**Who can get a Food Parcel?**

The Education Authority will provide a food parcel for pupils entitled to Free School Meals who are unable to attend school due to Covid-19 restrictions and wish such provision.

This relates to pupils who are in one or more of the categories below:

* diagnosed with a medical condition or illness that makes them very vulnerable and have been advised by their medical practitioner not to attend school because of the risk of Covid-19
* self-isolating due to a positive test for Covid-19
* self-isolating due to a positive test for Covid-19 of a member of their household
* required by the school, on the advice of the Public Health Agency, not to attend school
* parent, in agreement with the Principal, has chosen to keep their child at home because of their perceived heightened risk to their child of Covid-19.

**How to request a Food Parcel**

Parents of pupils in the above categories should contact the **Education Authority Helpline on 02838368186** if they wish to order a food parcel.

Parents will need to provide the Education Authority with the following details:

* Name of their child
* Home address to which the food parcel should be delivered
* Date of Birth of their child
* Name of child’s school
* Special dietary requirements already notified to the school e.g. medical conditions or allergies

The food parcel will be made up of food to the equivalent value of FSMs for the relevant number of days, will meet the Department’s nutritional standards for school lunches and will contain a meal planner and recipe cards.