



**School Site:** Chanctonbury Road, Burgess Hill, West Sussex, RH15 9EY  
**College Site:** Birchwood Grove Road, Burgess Hill, West Sussex, RH15 0DP  
**Tel:** 01444 244133 **Email:** office@woodlandsmeed.co.uk  
**Headteacher:** Mr Adam Rowland

09<sup>th</sup> September 2025

Dear Parents and Carers

As part of our review of school trips, we have identified that there is a large amount of food wasted through uneaten packed lunches that are provided to pupils eligible for Free School Meals on trips.

Therefore, rather than automatically providing a free packed lunch for every pupil entitled to one, we are asking parents if they wish to opt out of automatically receiving a packed lunch on trips.

If you do not want us to provide a free packed lunch for trips, please use this link to let us know <https://www.surveymonkey.com/r/FSMtrips>

Please ensure this is completed by 20<sup>th</sup> September.

You can contact the school at any point if you wish to start receiving packed lunches for trips again.

This form will only be valid for this academic year; we will write to all parents again every September offering you the chance to opt out for a further year.

Yours sincerely

Adam Rowland  
Headteacher