



Dear Parents,

The School Management team is pleased to announce that Sodexo will continue to provide our school meals service for the next school year in 2009/10.

For 2009/10 school meals registration can only be completed by filling in the online registration form available on our website www.sodexoeducation.lu which should be returned to Sodexo's head office **before 30 June 2009**. You will then be sent an invoice by post requesting payment of annual or termly fees.

Sodexo recommends that you complete the Direct Debit Authorisation during the registration so that the correct payments are automatically made.

Please find below the table of fees for school meals and the charges applicable for non-subscribing 'sandwich' children for the school year 2009/10.

Meal Tariffs

Tariff	Per Unit	Term 1	Term 2	Term 3	Annual Fee
Maternelle	4,00 €	56,00 €	44,00 €	44,00 €	144,00 €
Primary 1 and 2	4,00 €	112,00 €	88,00 €	84,00 €	284,00 €
Primary 3	4,40 €	114,40 €	96,80 €	92,40 €	303,60 €
Primary 4	4,40 €	123,20 €	96,80 €	83,60 €	303,60 €
Primary 5	4,40 €	110,00 €	96,80 €	92,40 €	299,20 €
Sandwiches		6,60 €	6,60 €	6,60 €	19,80 €

A deduction has already been applied to the above tariffs to account for meals not taken for the duration of school trips (skiing holidays and field trips etc) lasting for one week or more.

(*) This figure has been agreed by the governing body of the European School and the School Meals Committee, and is an obligatory fee to cover the costs of providing drinking water, glasses and serviettes for the non-subscribing 'sandwich' children and also covers the services supplied by the Service Provider, as agreed in the contract between the Service Provider and the European School.



General Terms and Conditions

Registration

School meals registration is on an annual basis. However, if you wish to register for individual terms only, please specify on the registration form the terms (1st, 2nd or 3rd) for which you wish to register.

Invoices

You will be sent an invoice by return of post once your registration form has been received. You may choose to be invoiced on an annual or a termly basis.

Payment

Payment can be made in one of two ways :

- By direct debit.
- By transfer payment on receipt of invoice

Once your payment has been received, a name badge granting access to the dining area will be provided and given to your child during the first week of each new term.

Refunds and Changes

Refunds must be requested by completing the refund form (available from the Sodexo website before the end of the term concerned). Refunds can only be given for the following reasons :

- Consecutive sickness absence of more than 2 weeks, please complete form and supply a copy of a medical certificate.
- If a child leaves during the school year a discount will be calculated for the meals not taken for this reason.

If you want your child to change from sandwiches to hot meals or vice versa, you should apply in writing to Sodexo at least 2 weeks before the end of the term preceding the term in which you wish to make the change.