

Welcome back from the Office Staff

A huge welcome to all our new pupils and
welcome back to all our returning pupils.

Your office staff are:



Mrs Stanley
School Business
Manager



Micah Slater
Receptionist



Mrs Hallam
Administrator

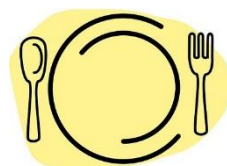


Miss Graham
Finance Officer

**The main reception is open from
8.15am until 10.30am and 2.30pm until 3.45pm.**

The school office is here to help you. Here are some of the things that we can help you with:

School Dinners – the cost of a school dinner is £2.00. Meals should be paid in advance in the school office. *Children in F2, Y1 and Y2 are all entitled to Free School Meals under the Universal Free School Meals scheme . Families on low income are entitled to free school meals. We encourage all families entitled to Free School Meals to apply, regardless of age, as this brings extra funding for them in school. This is called Pupil Premium. We can help you with the forms.*





School Milk – Your child can have a drink of milk during the day. This must be paid termly in advance in the school office. *Families on low income are entitled to free milk.*

If you feel that you may be eligible to claim free milk and meals, please come into the office for a Pupil Premium eligibility form.

School Uniform – School uniform can be ordered via the school office. Order forms are available in reception. All uniform must be paid for at time of ordering. Completed order forms are collected on a Monday and will be returned the following week.



After School Clubs – Children attending any after school activities should be collected from the front of school. For safety reasons, parents should wait outside the building, at the main entrance, until the children are escorted out by the club leader.

Medicines – on the rare occasion when a child has been prescribed medicines e.g. antibiotics by a doctor that need to be taken during the day, parents must complete a form authorising staff to administer the medicine. The form and medicine will be kept in the school office.



If you have any queries, please do not hesitate to contact to me.

Karen Stanley
School Business Manager