



September 2021

# OFFICE INFORMATION

## PUPIL DATA

In this information pack you will find your child's data sheet. This is the information that we hold in SIMS. Please could you add/amend any details as necessary and return it to the school office. It is essential that we have up to date contact details in case we need to contact you during the school day.

## SCHOOL LUNCHES

Your child is entitled to a free school meal until they reach Year 3. Their teacher will ask the class each morning if they would like a hot dinner so that we can provide numbers for our Cook, Mrs Lewis.

## PARENTPAY

We are a cashless school which means that all payments for trips, PTA events etc, should be made online through Parentpay. Mrs Longworth will send you an activation code in September to enable you to register and login to Parentpay.

## PUPIL ABSENCES

If your child is going to be absent from school, please email or phone us before 9.30 am

## COMMUNICATION

Most of our letters will be sent by email through our website and we are happy to receive emails from you, we will also forward your emails to your child's teacher if necessary.

## E-SCHOOLS - OUR WEBSITE

This incorporates our website and learning platform, You will find all letters and emails stored there. We will provide you with login details in September so that you will be able to keep up to date with any information set out.

## MEDICAL APPOINTMENTS

We understand that there may be occasions when it is not possible to make appointments outside the school day.

Therefore, we that you email school and attach a copy of the appointment letter so that it can be booked into the school diary and we can notify your child's teacher in advance to minimize disrupting the class.



Anita Gore  
Business Manager

Sarah Longworth  
Admin Assistant