

Wednesday 14th September 2022

Dear Parents and Carers,

Today your child will come home with a copy of their pupil data sheet. This is a print out of the pupil information held within our information management system. Most of this data is populated from the admission forms that parents and carers are asked to complete when the children start school. Each year, we ask that parents and carers check that the information we hold continues to be accurate.

It is vitally important that we have the following for all pupils:

- **a minimum of two emergency contacts**
- **medical information**
- **dietary requirements**

We ask that all parents and carers read through the sheet carefully. If the information needs updating, please add it to the data sheet or send in an additional sheet of paper with these details included.

We wish to remind parents and carers that only children in Year 4, Year 5 and Year 6 are allowed to walk home alone with necessary signed consent of parent/carers consent.

All pupil data sheets should be signed, dated and returned to school, even if the information is accurate and no updates are required. We ask that all signed pupil data sheets are returned by Wednesday 21st September.

School lunches

All school lunches should be ordered via School Money. We ask that this is done in advance as the School Money system will not allow orders to be placed for the same day. This allows our catering team to ensure sufficient food is ordered and helps us keep costs as low as possible. If we order food at short notice, we incur additional costs. In addition, this also ensures the catering team produce enough meals of each menu option.

As a result of parent feedback, we will be enhancing our procedures in the distribution of food to ensure the children receive the meal ordered by their grown-up at home and ensuring it is compliant with any dietary needs. We will be using a coloured wrist band system linked to the menu options chosen.

In the event of a pre-order not being placed on School Money, the catering team will only serve the child a vegetarian option as they pass through the hatch.

Yours sincerely,

Mrs. Murfin
Headteacher