

## SILCHESTER CE PRIMARY SCHOOL

### INFORMATION FOR PARENTS FROM THE OFFICE

Please find below a brief list of administrative procedures.

#### DINNER MONEY

- ◆ The cost of a school dinner will be £2 daily, £10 per week. Please pay in advance for periods such as weekly, monthly, half-termly or termly.
- ◆ Cheques are always preferable - to be made payable to HCC (Hampshire County Council). Alternatively the correct money can be placed in an envelope marked Dinner Money with your child's name.
- ◆ If your child will be starting full time in September, please let the office know by Friday 10th July if you wish him/her to have school dinners. For those who choose school meals, we encourage parents to commit to at least half a term to assist the kitchen with their ordering. Subsequently, **three week's notice** is required for ceasing school dinners.
- ◆ If your child is not present at registration, a dinner will not be ordered. Any dinners paid for in advance will be credited and carried forward.
- ◆ If your child arrives at school after registration, please make sure the office knows their menu choice if he/she requires a dinner.
- ◆ Dinners are ordered at 10am daily. Unfortunately if your child subsequently leaves school after this time, and does not return by lunchtime, there can be no refund for that day.
- ◆ If you think you may be entitled to **Free School Meals** please contact the office in confidence for an application form.

#### ABSENCE

- ◆ Please phone the office by 9.30am if your child is going to be absent due to illness or medical appointment. If you call before 8.30am please leave a message on the answer machine with your child's name and nature of their illness.
- ◆ In the interests of security, if the school has received no notification by 9.30am of an absence, the office will ring you.
- ◆ If your child arrives after registration, **it is imperative** that they are signed in via the office.

#### CONTACT NUMBERS/ADDRESSES

- ◆ When you receive your data checking sheet please read through it carefully and inform the office if there are any incorrect details.
- ◆ If there are any subsequent changes such as an alteration of workplace telephone numbers or new mobile phone numbers, please remember to inform the office in writing. The school often contacts parents via a text messaging service.
- ◆ If you would like to be contactable by email, or would like to receive school news by this method; please provide your email address.