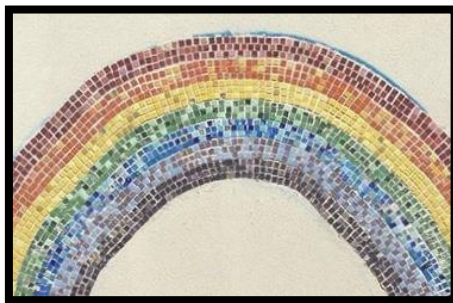




# Torridon Primary School

## Early Years Foundation Stage Information Pack



Nursery & Reception

2020 - 2021

<u>Contents</u>	<u>Page</u>
Welcome to Torridon	3
Early Years Foundation Stage Information	4
Nursery and Reception Information	6
Reading and Home Learning at Torridon	7
School Uniform	8
Lunch	10
Behaviour	11
Attendance	13
Breakfast Club and After-School Childcare	15
Term Dates 2020 – 2021	16
Parent Pay Information	17
Free School Meals (FSM) Information	18
Special Diet Request Form	20
Free School Milk Form	21

# A Message from the Headteacher, Manda George

Dear parents and carers,

Welcome to Torridon Primary School. My name is Manda George and I would like to take this opportunity to tell you a little bit about Torridon.

We are a large, happy and vibrant community school committed to ensuring that all children develop the skills they need to thrive and flourish.

In 2018, we amalgamated Torridon Infant & Nursery and Torridon Junior Schools to become Torridon Primary School, making us one of the largest primary schools in Lewisham. There is a strong leadership team in place and they have been instrumental in leading the school on its journey through the amalgamation and beyond.

At Torridon Primary School we believe that positive and rewarding relationships are fundamental in ensuring a naturally positive environment for learning and we have a responsibility to embed personal values such as respect, honesty and courage. We prioritise the formation of solid and respectful relationships between children and staff. We believe that respect should be mutual and something which is earned, not expected. In order to reflect this, all staff are known by their first names. We are a large team and take great pride in the way in which we support each other to make sure we are all doing the best for our children.

Our children enjoy coming to school and are very excited about learning. They feel trusted and respected and they know that there is always someone who will listen to them. School is a safe, warm and caring place where children succeed.

We have a good reputation for inclusion and love the fact that our school community is so diverse. We have a specialist resource base for children with Autism and support children with a wide range of special educational needs. Our reputation for valuing, caring for and attending to the needs of each child is justly deserved and a real strength of the school.

We are developing an innovative curriculum which we feel is relevant to our children and will enable them to become creative thinkers who welcome challenge and have the resilience needed to solve problems. We draw on the expertise of specialist teachers to help us ensure that our curriculum offer is dynamic and creative. We believe that high quality, specialist teaching in music, art and dance will inspire our children and nurture their growing talents.

Our staff team are extremely talented, passionate about making a difference and strongly believe that all children should have equal opportunities to achieve well and become the best they can be. To this end, we promote the highest possible expectations of our children and each other in all aspects of school life. Underachievement is not acceptable and we aim for our children to leave Torridon with a strong sense of self belief, high levels of independence and the ambition to succeed.

I believe that strong partnerships between home and school are fundamental to enabling our children to achieve their best. I am always keen to hear your views and suggestions and am always happy to meet with you if you have any questions or concerns.

I am extremely proud to be the Headteacher of Torridon Primary School and I feel sure that as your children start their journey with us, you will see why.

Kind regards

Manda George

Headteacher

# Early Years Foundation Stage (EYFS)

Our Early Years setting follows the curriculum as outlined in the 2017 statutory framework of the EYFS. The EYFS framework includes seven areas of learning and development that are equally important and inter-connected. However, three of these areas, known as the prime areas, are seen as particularly important for igniting curiosity and enthusiasm for learning, and for building children's capacity to learn, form relationships and thrive.

The **prime** areas are:

- Communication and language
- Physical development
- Personal, social and emotional development

## The early years foundation stage



These prime areas are strengthened and applied through four **specific** areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design



At Torridon, staff plan high quality, engaging activities and experiences which enable children to develop into confident, independent and active learners. The three prime areas listed above remain a strong focus throughout the Early Years, particularly in Nursery, and will underpin all learning that takes place.

Staff meticulously consider and plan for the individual needs, interests and stage of development of each child in the EYFS and use this information to create a challenging, stimulating and exciting learning experience for all. Where a child may have a special educational need or disability, staff consider whether specialist support is required, linking with relevant services from other agencies, where appropriate.

All areas of learning and development are explored through planned, purposeful play and through a mix of adult-led and child-initiated activities. Practitioners respond to children's emerging needs and interests, guiding their development through warm and positive interactions. This includes using the outdoors as a classroom, no matter what the weather holds and we firmly believe to be an integral factor for learning. As a result, please ensure your child is always appropriately dressed according to the weather.



Ongoing assessment is an integral part of the learning and development processes at Torridon. Staff observe children to capture learning, identify next steps and interests. These observations take the form of a photo and comments about learning and next steps. We use an online programme called 'Evidence Me' by 2Simple as our recording system for observations. All assessment in the EYFS is carried out according to months rather than years. Children entering Nursery at the age of 3 years old are expected to be working in the age band of 30-50 months. By the end of their time in Reception, the national expectations are that children will be secure in the Early Learning Goal (ELG).

When children get to the end of their time in EYFS, staff complete the EYFS profile for each child. Children are assessed against the seventeen Early Learning Goals (ELGs), indicating whether they are:

- Meeting expected levels of development (expected)
- Exceeding expected levels (exceeding) or,
- Not yet reaching expected levels (emerging).

The profile reflects ongoing observations throughout their time in Early Years, alongside discussions with parents or carers. The results of the profile are then shared with parents or carers at the end of the Reception year.

We understand that children learn and develop well when there is a strong partnership between practitioners, parents and carers. The EYFS profile and Evidence Me system helps to provide a well-rounded picture of a child's knowledge, understanding and abilities.





# Nursery

**Full time hours:** 9:00am – 3:00pm.

**Part time hours:** 9:00am – 12:00pm (Please note that if your children attend part time, they will have a snack but they will not have lunch)

If you would like to extend your child's part-time place to full time, you may be able to pay a top up fee. Please contact school office for more information on 0208 6972762.

Children in the Nursery are part of family groups, each of which are led by a specific key person. Children begin and end their day in these particular groups. This helps to develop children's self-confidence, sense of safety and well-being, especially during the settling in period. The key person role is well embedded and practitioners will get to know you and your child very well. This year, we have chosen to make the maximum use of 21<sup>st</sup> century technology by using the electronic observation and assessment program, 'Evidence Me' to capture learning experiences. We also have our own Nursery blog which can be accessed via the school website, allowing parents, carers and children to comment or upload learning they are particularly proud of. Furthermore, we have a school Instagram and twitter account which is updated regularly. From the Autumn term, we are excited to announce that we will be introducing a weekly Reading Café session every Friday morning and during this time you will not only be able to share books with your child but also help them to choose a book to take home.



# Reception

**School hours:** 8:55 – 3:15pm

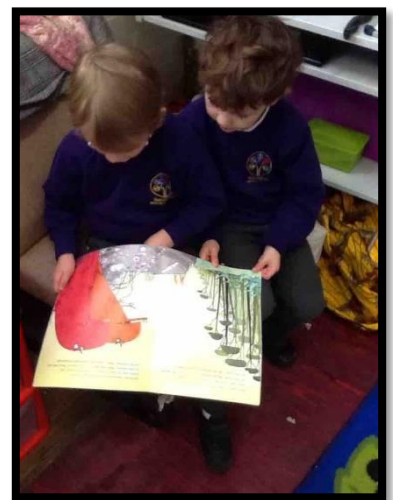
At Torridon, we very much value and recognise the importance of children learning through play and exploration and we are proud to say that this is very much reflected in our Early Years environment. Our Reception builds upon and extends the learning children have started either in Nursery or at home, through carefully planned free flow and adult led activities. The whole curriculum is centred around the children and encourages them to take responsibility for their own learning in order to become independent, confident and resilient learners. The learning journey of a child continues to be recorded using 'Evidence Me' and feeds into their end of year assessment.



# Reading at Torridon

At Torridon, we use the DfE recommended scheme 'Letters and Sounds' to introduce reading and phonics to our children. This initially focuses on sounds around us and then moves on to introducing letter sounds (phonemes) which are represented by letters (graphemes). **Please note that in the early stages of reading, the main focus is on the letter sound rather than the letter name.**

We place great emphasis on reading for understanding and encouraging the children to talk about what they have read. We are proud to say that we use a mixture of both scheme books and real books in order to develop and promote a love of reading. In Nursery and Reception, parents are invited to attend the weekly Reading Café sessions where they have the opportunity to read with their children and choose a book to take home for the week. Children will also have the opportunity throughout the week to take a book home a 'real' book as well as a scheme book which matches their individual level of reading.



## Home Learning

Children learn all the time and we, at Torridon, understand that learning doesn't stop at 3:15pm when the school day ends! Learning will continue to take place within the home environment and we would love to hear about this and celebrate it in school so please speak to the Early Years staff about how you can share all the fantastic home learning which goes on. We've talked about reading a lot so far and this continues to be one of the most important things you can continue to do at home with your child. Book bags are available to purchase via Parent Pay so your child can bring books from school back home and vice versa. We will also send you weekly phonics to focus on and every half term we will send out a Home Learning Project which will have a range of activities to have a go at.



Torridon  
Primary School

HOME LEARNING CERTIFICATE

Congratulations to \_\_\_\_\_ for completing the \_\_\_\_\_  
home learning project.

Well done!

Date: \_\_\_\_\_

# School Uniform

We have a school uniform and the expectation is that all children from Reception to Year 6 should wear it. Children who attend Nursery are also welcome to wear the Torridon school uniform should they wish to. Please ensure that all uniform is clearly labelled with your children's name and class.

## The school uniform consists of:

- Lilac, grey or white polo shirt with or without the Torridon Logo
- Purple sweatshirt or cardigan with the Torridon Logo
- Purple fleece with the Torridon Logo (optional)
- Black or grey skirt or trousers (or jogging bottoms for Nursery children)
- Black shoes
- Book bag or back pack – both with Torridon Logo only



## Summer (optional):

- Black or grey shorts
- Lilac check gingham dress
- Hat

## PE:

- Black shorts and white t-shirt (t-shirts available with Torridon Logo)
- Trainers or plimsolls
- Black tracksuit/jogging bottoms can be worn in cold weather for outdoor PE

## Additional items:

- Water bottle

If you would like to order uniform in person, orders can be placed with the following supplier:

Bailwood Fashions Ltd

246 Lewisham High Street,

London

SE13 6JU

020 8852 8727

[www.bailwood.co.uk](http://www.bailwood.co.uk)

## Mapac

Purchases are made online at [www.mapac.com](http://www.mapac.com) or telephone 01923 255525. Mapac will make a weekly delivery of orders to the school during term time and delivery will be free on all orders. Throughout the school holiday period you will have the option of delivery to home at a charge. Mapac aim to send all orders out within 10 working days, however, please note that during the busy summer period, it can take a little longer so please do add some extra time for your order.

If you have any questions please ask a member of the Admin team in the school office.



# TORRIDON PRIMARY SCHOOL

## BOY'S UNIFORM

	CREW NECK SWEATER (ECO) WITH LOGO			
Age	3-4, 5-6	7-8, 9-10	11-12, 13	XS ADULTS
Price	<b>£10.50</b>	<b>£10.99</b>	<b>£11.99</b>	<b>£12.50</b>

	PURPLE POLO (220 GSM)		
Age	3-4, 5-6, 7-8, 9-10	11-12, 13	ADULTS
Price	<b>£5.50</b>	<b>£5.99</b>	<b>£6.99</b>

	POLAR FLEECE JACKET WITH LOGO		
Age	3-4, 5-6, 7-8, 9-10, 11-12	13, ADULTS	
Price	<b>£13.99</b>	<b>£14.99</b>	

	BOYS SCHOOL TROUSERS (STURDY FITS/REGULAR FITS/SLIM FITS/ALL ELASTIC)	
Colour	GREY/BLACK	
Price	FROM <b>£6.99</b>	

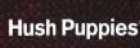
\*Please note that prices may vary time to time and Bailwood Fashions are entitled to change prices according to their own needs. All rights belong to Bailwood Fashion (2020).

BAILWOOD FASHIONS LTD

## PRICELIST

TORRIDON PRIMARY SCHOOL

Official Distributor



# TORRIDON PRIMARY SCHOOL

## GIRL'S UNIFORM

	SWEATER CARDIGAN (ECO) WITH LOGO			
Age	3-4, 5-6	7-8, 9-10	11-12, 13	XS ADULTS
Price	<b>£11.50</b>	<b>£11.99</b>	<b>£12.99</b>	<b>£13.50</b>

	PURPLE POLO (220 GSM)		
Age	3-4, 5-6, 7-8, 9-10	11-12, 13	ADULTS
Price	<b>£5.50</b>	<b>£5.99</b>	<b>£6.99</b>

	POLAR FLEECE JACKET WITH LOGO		
Age	3-4, 5-6, 7-8, 9-10, 11-12	13, ADULTS	
Price	<b>£13.99</b>	<b>£14.99</b>	

	GIRLS GREY/BLACK SKIRTS (MANY STYLES)	
From	<b>£5.99</b>	

## SPORTSWEAR

	PLAIN P.E. T-SHIRT (WHITE)	
Size	UP TO 13 YEARS	ADULTS
Price	<b>£3.99</b>	<b>£4.99</b>

	P.E. SHORTS (BLACK)	
Size	ALL SIZES	
Price	<b>£3.99</b>	

	JOGGING BOTTTOMS (BLACK)			
Size	22-24-26	28-30-32-34	XS	S-M
Price	<b>£8.99</b>	<b>£9.99</b>	<b>£10.99</b>	<b>£11.99</b>

## ACCESSORIES

	BAGS	
Despatch Bag with Logo	<b>£7.99</b>	
Junior Backpack with Logo	<b>£12.99</b>	

\*Please note that prices may vary time to time and Bailwood Fashions are entitled to change prices according to their own needs. All rights belong to Bailwood Fashion (2020).



BAILWOOD

SHOP ONLINE NOW  
**WWW.BAILWOOD.CO.UK**

@Bailwood246

0423 254144 (LONDON) 0513 781 0208 0513 07 07

ALL PRICES CORRECT AT TIME OF PRINTING

# Lunch

Children in Nursery and Reception are welcome to have a hot meal which is prepared for them at school, or a packed lunch from home. If a packed lunch is brought in, please can parents and carers ensure healthy choices are made. Sweets, chocolate, biscuits and sugary drinks should not be provided. Also, food which contain nuts or nut products are not permitted due to the risk to anyone with nut allergies.

School lunches are designed, cooked and served by the catering company, Chartwells. Meals cost £2.30 per day or £11.50 per week. Currently, all children in Reception are entitled to Free School Meals, however please see pages 18 - 19 for information relating to eligibility for Pupil Premium and ongoing Free School Meals.

## Special Diet Procedure

The following information from Chartwells is to update you on the procedures for children with special dietary requirements. We define a special diet as a requirement different to the choices offered on the main menu due to a food allergy or intolerance. If your child requires a special diet, we would ask you to complete the application form on page 20 if required, and then return to school no later than **Monday 6<sup>th</sup> July 2020**.

We would like to reassure you that this procedure is designed to protect and safeguard children who have severe allergies or special dietary requirements. A packed lunch will need to be provided until an individual care plan has been completed or a letter from your G.P. has been received supporting all food allergies or intolerances and a personal customised menu created.

## Cultural or Religious Diets

Chartwells do not treat cultural or religious diets as a special diet as we believe our menus offer a diverse range of foods to cater for children for all backgrounds. However, we acknowledge that in areas of high ethnicity further support may be required. In this case please contact a member of admin team for more information.

## Vegetarian and Vegan Diets

Chartwells menus will provide a vegetarian option daily, in addition to one 'meat free' day each week, therefore this is not regarded as a special diet. Vegan menus can be provided and should be requested following the special diet procedure above.

# Behaviour

## The Torridon Primary Code

Torridon has high expectations of behaviour for all our children. The Torridon Primary Code outlines the behaviour we expect from our children at all times.

- We work hard and always try our best
- We are always polite, kind, helpful and honest
- We always try to keep ourselves and others safe
- We respect each other and our environment
- We always walk quietly inside the school
- We work as a team and value other people



## Rewards

We believe in positive reinforcement which underpins our behaviour policy. Rewards are used to recognise outstanding behaviours which are above and beyond the Torridon Primary code. These actions will reflect the underlying integrity of the pupil. We also use class dojos as a way to monitor rewards and for a visual for the children.

- Praise
- Dojo Points
- Whole Class Dojo Points
- Star of the Week
- Class Compliments



# ClassDojo

## Educating Together

In order for Torridon Primary School to maintain and develop outstanding behaviour for learning further, we believe that staff, children, parents and carers must work together in partnership. We are all striving to enable the next generation to fulfil their potential and we strongly believe that working together is always most productive.

## Children:

We expect children to follow the rules of the school and the classroom at all times. On any occasions when behaviour for learning slips below the desired level of expectation, we expect children to use reflection time as an

opportunity to change their mind-set and behaviours promptly. Children are expected to take responsibility for their own behaviour choices.

### **School Staff:**

All staff follow the behaviour for learning policy consistently with a strong focus on positive praise and analysis of the behaviour not the child. Conversations with parents or carers are recorded on communication sheets to provide a written account of what has been discussed. At all times, members of staff should model the behaviour that is expected of children.

### **Parents and Carers:**

We ask you to accept the standards and expectations of the school's behaviour policy at the point of enrolment, demonstrate the school's behaviour for learning expectations themselves and support the school in its efforts to uphold these standards and expectations. Interest should be shown in behaviour for learning successes and improvements whilst we expect further intervention at home if there have been instances of poor behaviour for learning to prevent such instances from happening again.

### **Reflection Area:**

All classrooms will have a designated reflection table, chair or space where children can spend some time away from the other children to calm down, reflect and get themselves ready for learning again. If there is persistent low-level disruption over time, parents and carers may be invited in to meet with a senior member of staff and the class teacher. The meeting may result in the child being given a personal behaviour plan for a fixed period of time. This will then be reviewed with the class teacher, parent or carer and a member of the leadership team.

### **Consequences:**

We believe that with firm boundaries, clear expectations and consistent praise, children will demonstrate outstanding behaviour. We also believe that everybody in our school has the right to learn productively in safety and to express their individuality. Sanctions will be used consistently and swiftly if any individual prevents this from happening. We value reflection and opportunities to improve situations above consequence with no way out.

If children make a poor choice, they will be given the opportunity to reflect on their behaviour and to make a better choice. If poor behaviour is persistent, disrupts the learning of others or is harmful to another child, a red consequence slip will be issued and a senior member of staff will be informed. We will then contact you by telephone to discuss your child's behaviour.

### **Exclusion:**

In exceptional circumstances the headteacher may decide to issue a fixed term internal or external exclusion. This decision can only be made by the headteacher (or deputy headteacher if the head teacher is absent). Exclusions are mainly used for physical violence and/or aggression towards another person. They may also be used for other types of unacceptable behaviour, at the discretion of the headteacher.

# Attendance

All parents/carers have a legal responsibility to ensure their child attends school every day and arrives on time. Regular and punctual attendance is essential if children are to gain the greatest benefit from their education. Valuable learning time is lost when children are absent or late.

## Lewisham Attendance Guidance

### **Above 98%: Less than 4 days absence a year**

Excellent attendance! Children will almost certainly reach the best potential.

### **95%: 10 days absence a year**

These children are likely to achieve good standards, and form a habit of attending school regularly.

### **90%: 19 days absence a year**

Children in this group are identified as ***"Persistent Absentees"***, and it will be almost impossible for them to keep up with work. Parents of children in this group face the possibility of legal action being taken by the Local Authority.

If your child's attendance falls to 90% over the year this means that on average your child has been absent once a fortnight.

## Requests for Leave of Absence

In very **exceptional** circumstances the headteacher may authorise a limited absence from school. Parents/carers who wish to request a leave of absence for their child must make an appointment to discuss this with the headteacher and complete a form detailing reasons for the request. The headteacher will make a decision based on the nature of the request, previous and current attendance rates, as well as the likely impact on the child's progress. If a child has lower than expected attendance then the request will not be granted. If the absence is not agreed it will be recorded as unauthorised. Requests for exceptional leave will not be given retrospectively. You may be required to supply proof for the reasons you are requesting the leave.

The school **will not** authorise absence for:

- Birthdays, shopping and day trips
- Visiting family members/friends
- Family holidays
- Absences which have never been fully explained

If parents apply for exceptional leave of absence and the request is refused, but the child is still taken out of school, the Local Authority may serve a Fixed Penalty Notice which may result in a fine.

## Monitoring Attendance

The school is required to monitor, investigate and improve any issues of poor attendance. If we have concerns we will contact you to discuss these. Likewise, if you are having any difficulties with attendance or punctuality, please let us know and we will try to help.

The school also issues certificates for children with 100% attendance at the end of each term. In addition, special awards are presented in July to any child who has achieved the following attendance levels over the course of the year:

100%                      Gold Award



98%	Silver Award
97%	Bronze Award

### Attendance Service

The school has an allocated Attendance & Welfare Officer (AO) from Lewisham Local Authority who visits on a regular basis to monitor attendance data, discuss any concerns and provide support and intervention where necessary. The school is required to refer children who are persistently absent, for example, when attendance is below 90%.

### Importance of good punctuality

If your child is just five minutes late each day this means that they could lose the following amount of schooling:

- 25 minutes per week
- 2.5 hours per half term
- 16 hours per year

### Absence

Parents should inform the school by calling the school Attendance Line (Option 1) on the first day of a child's absence, giving the reason for absence and if possible, the likely date of return. If we have no reason for a child's absence we will contact you to seek the reason. If we are unable to make contact with you, two members of staff will make a home visit. All absences will be treated as unauthorised unless a satisfactory explanation is received.

### Lateness

Parents should ensure their child is in the school playground at 8.55am when the classroom doors are opened. Children arriving after 9.00am should be brought to the school office to sign in.

### Late Collected Children

All late collected children will be recorded in the Late Book. Parents will be notified where a child has 3 recorded late collections and if this situation recurs a meeting will be arranged with the headteacher to discuss the matter.

**Please note:** Every attempt will be made to contact a parent or nominated emergency contact, please ensure we have at least two additional emergency contacts for your child.

If a child has not been collected and there has been no contact after one hour, the Duty Social Worker or police may be notified in order for arrangements to be made to care for the child.

# Breakfast & After-School Childcare

## Breakfast Club

The club is a non-profit making initiative solely for the use of children who attend our school. The club caters for children from Reception age through to Year 6 and is supervised by six members of staff.

Breakfast Club runs during term time from 7.45am to 8.45am and takes place in the dining hall. Children are provided with a healthy breakfast menu which includes options such as beans on toast or a cheese toasted sandwich. The club also provides a range of activities for children to get involved in, such as, games, playground activities, arts and crafts. There is also provision for children to complete any homework they may have. The Early Years and Key Stage 1 children will be escorted to their class at 8.45am.

If you require any further information or would like to book a place in the Breakfast Club, please contact the school office on 020 8697 2762.

## After School Childcare

Torridon does not have an after school childcare provision. Independent after school childcare clubs that collect from our school are:

### **Rise & Shine**

Contact: Lynne Nelson

On Torridon School site

Email: risenshineascltdgmail.com

07981560319

### **Saplings Breakfast & After School Club**

Contact: Tara Taylor-Beardow

Email: adminsaplingsafterschoolclub.com

Website: <http://saplingsafterschoolclub.com/>

07393858245

### **Happy Days**

Contact: Julie St. Hilaire

Email: happydays12345live.co.uk

020 8461 3510

07956 303699

Contact details for local childminders are also available through the [www.lewisham.gov.uk](http://www.lewisham.gov.uk) website.

# Term Dates Academic Year 2020 - 2021

AUTUMN TERM 2020	
INSET DAY	TBC
First Day of Autumn Term	Wednesday 2 <sup>nd</sup> September to 23 <sup>rd</sup> October 2020
INSET DAY	TBC
HALF TERM HOLIDAY	Monday 26 <sup>th</sup> October - Friday 30 <sup>th</sup> October 2020
Last Day of Autumn Term	Friday 18 <sup>th</sup> December 2020
CHRISTMAS HOLIDAY	Friday 18 <sup>th</sup> December 2020 to Monday 4 <sup>th</sup> January 2021
SPRING TERM 2021	
INSET DAY	TBC
First Day of Spring Term	Monday 4 <sup>th</sup> January 2021 to Friday 12 <sup>th</sup> February 2021
HALF TERM HOLIDAY	Monday 15 <sup>th</sup> February – Friday 19 <sup>th</sup> February 2021
Last Day of Spring Term	Wednesday 31 <sup>st</sup> March 2021
EASTER HOLIDAY	Wednesday 31 <sup>st</sup> March 2021 -Monday 19 <sup>th</sup> April 2021
SUMMER TERM 2021	
First Day of Summer Term	Monday 19 <sup>th</sup> April 2021 to Friday 28 <sup>th</sup> May 2021
BANK HOLIDAY	Friday 3 <sup>rd</sup> May 2021
INSET DAY	TBC
HALF TERM HOLIDAY	Monday 31 <sup>st</sup> May – Friday 4 <sup>th</sup> June 2021
Last Day of Summer Term	Friday 23 <sup>rd</sup> July 2021
SUMMER HOLIDAY	Friday 23 <sup>rd</sup> July 2021

Children do not come to school on an INSET DAY

# ParentPay at Torridon Primary School

Torridon Primary School operates as a cashless school. For a more convenient way to pay for school meals, trips, after school clubs and much more online, we use a secure service called ParentPay. This service offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account which is activated by using a unique username and password. Once your account is activated, you will be prompted to change your login details; please make sure you keep these safe and secure. If you have more than one child at our school or children at other ParentPay schools, you can link the accounts together with the ease of having one login for all your children.

Parents who need to continue making payments by cash may do so using the PayPoint network at local convenience stores. The nearest PayPoint stores to school are:

- Torridon Convenience Store, 189-191 Torridon Road, SE6 1RF
- Costcutter, 145 Ardgowan Road, SE6 1UZ
- Malcolm News, 89 Boundfield Road, SE6 1PH
- Spark Wine, 222 Verdant Lane, SE6 1TN
- P&J News, 6 Sandhurst Parade, Sandhurst Road, SE6 1DH

Please notify the school office if you wish to use the PayPoint facility. A barcode letter will be issued to you to make cash payments for school meals at one of the listed local PayPoint stores. Trip and activity information letters will also carry a unique barcode which will allow you to make cash payments at your local PayPoint store as well, should you need to.

You will receive your unique ParentPay Account activation details within the first week of starting at the school.

For more information please visit [www.parentpay.com](http://www.parentpay.com)

# Important Information about Free School Meals

Free school meals are part of something called 'pupil premium'. As well as providing free school meals, pupil premium provides extra funding of up to £1,350 to your child's school. The school can then use this funding to support your child's education through extra tuition, teaching staff or after school activities.

If your child is in Reception, Year 1 and 2, they are automatically eligible for a Universal Free School Meal. However, for them to qualify for Pupil Premium Funding you will need to submit an online free school meal application.

Families are eligible for free school meals if they receive one or more of the following benefits:

- **Income-based:** Jobseeker's Allowance (Not eligible if on contribution based Jobseeker's Allowance)
- **Income-related:** Employment Support Allowance (Not eligible if on contribution based Employment Support Allowance)
- Income Support
- Universal Credit
- The guaranteed element of state pension credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child tax credit

And if the combined annual household income is below £16,190.

Please note the following

- If your Income is below £16,190 and you are not on any benefits your family will not be eligible for free school meals.
- If you receive working tax credit regardless of your annual household income your family will not be eligible for free school meals.
- If one partner/spouse in the household is on benefit and the other is on annual income above £16,190 your family will not be eligible for free school meals.
- If one partner/spouse in the household is on contribution based Jobseeker's Allowance or contribution based Employment Support Allowance your family will not be eligible for free school meals.

If you are in receipt of one of the benefits above, you can apply online at [www.lewisham.gov.uk/freeschoolmeals](http://www.lewisham.gov.uk/freeschoolmeals). For further information please refer to the Lewisham website and create an account in order to submit an online application.

To create an account please add the following information:

- Your full name as registered with HMRC



- Your full address as registered with HMRC (Please note if your address is out of the borough you will receive a warning banner. Scroll to the end of the page and press continue)
- Your contact details i.e. your email and/or telephone.

Once you are registered an email notification will be sent to your email address requesting you to verify your account. Please click on the link to verify your account and then complete and submit an application.

To complete the online form please have the following information to hand and add the following details:

- Your National Insurance number in full as registered with HMRC
- Your date of birth in full as registered with HMRC
- Your contact details in full preferably your email address

Your child and input their details as below:

- Your child's full name as shown on their birth certificate
- Your child's full address
- Your child's date of birth as shown on their birth certificate
- The name of the nursery they will be attending (if applicable)

After you have submitted the online form we (Lewisham) will process the application and confirm the outcome in writing.

\*Please contact us at Torridon Primary School for support if you are unsure if you qualify.

March 2019

## CHARTWELLS SPECIAL DIET REQUEST FORM



This form is to be completed by the parent / guardian or unit manager once a special diet menu is required and sent to the Chartwells special diet team

To ensure ultimate transparency this request form must be supported with medical correspondence or the request will not be processed. Parents / guardians should attach an up to date photograph of their child to help with identification. All information is held in accordance with data security and data retention policies. Further information on how we ensure compliance with GDPR can be found within the Compass Group privacy policy <https://www.compass-group.co.uk/about/privacy-policy/>

Please note there is at least 3 week turnaround for all new special diet requests.

Please tick one of the following options

1. I require a special diet menu in place for my child that will be controlled by Chartwells ☐
2. I do not require a special diet menu in place, my child will self-manage their special dietary needs using allergy reports without any further support from Chartwells ☐

PUPIL INFORMATION	
Pupil Name:	
Year Group:	
Allergies / Intolerances:	
PARENT INFORMATION	
Parent / Guardian name:	
Parent Email:	
Contact Telephone:	
CHARTWELLS INFORMATION:	
Unit Name & Number:	
Unit Manager:	
Contact Telephone:	
Regional Manager:	
Date Requested:	

PRINT:

SIGN:

DATE:

Please  
attach a  
photograph  
of your child

original &  
copy can be  
emailed.

## Is your child entitled to FREE milk?



Child  
under 5?

Every child under the age of five  
is entitled to FREE school milk.



Register your child online  
for FREE school milk today.



Child  
over 5?

Every child over the age of  
five is entitled to milk at a  
subsidised price of around  
£14 per term.



Register online now and  
you can pay straight away!



## FREE and subsidised school milk

Register your  
child today!

Register your  
child for school  
milk today.

You can register in  
two simple ways...



Go online and quickly  
register your child for  
school milk at  
[www.coolmilk.com](http://www.coolmilk.com)



Alternatively, please  
complete the form  
overleaf and return it to:  
**FREEPOST COOL MILK**  
(no further address  
details needed)

**Cool Milk**

[www.coolmilk.com](http://www.coolmilk.com)

Company registration no. 3803430 England

Milk for children over five is subsidised by the  
European Union under the European School  
Milk Scheme. Milk for children aged under five  
is fully funded by the Department of Health.



A43.7.0

**Cool Milk**

[www.coolmilk.com](http://www.coolmilk.com)

School milk is available FREE for  
children under five and around  
£14 per term for over-fives.

Register today at [www.coolmilk.com](http://www.coolmilk.com) or complete and return  
the form below to FREEPOST COOL MILK.

**!** Please note all fields marked \* are mandatory. Failure to complete all of the mandatory  
fields may result in your child's school milk provision being delayed. Please use a ballpoint  
pen and write clearly in black ink using BLOCK CAPITALS.

### Parent/Guardian details

Parent's first name\*

Parent's last name\*

Postcode\*

Address line 1\*

Address line 2

Town/City\*

Telephone No.\*

### Child details

Child's first name\*

Child's last name\*

Child's date of birth\*

Start date at school

On which days will your child be attending school?\*

Please tick the days your child will be attending school.

### School details

Name of school\*

Town/City\*

Postcode\*

Class

Parent/Guardian signature\*

Date

Email - By providing your email address you will be able to manage your school milk account online.

**Return your completed registration form today to: FREEPOST COOL MILK**