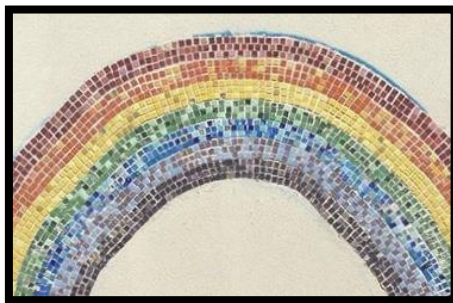




# Torridon Primary School

## Early Years Foundation Stage Information Pack



Nursery & Reception

2022 - 2023

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# 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 will follow the EYFS statutory curriculum, revised in September 2021. We will also be using the latest EYFS guidance; Development Matters and Birth to Five Matters. This continues to include the seven areas of learning and development which are of equal importance and are inter-connected. The first three of these areas, known as the prime areas, are seen as particularly significant in igniting curiosity and enthusiasm for learning, along with 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 engage with children to capture learning, identify next steps and interests. All staff work closely together and use this information to plan and support children on their learning journey to meet the Early Learning Goals.

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)
- Not yet reaching expected levels (emerging).

The profile reflects the teachers' professional knowledge of the children 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 collected from guided and non-guided activities helps to provide a well-rounded picture of a child's knowledge, understanding and abilities.



# Nursery

**Full time hours:** 8:55am – 3:15pm.

**Part time hours (AM):** 8:55am – 11:55am (Please note that if your children attend part time, they will have a snack but they will not have lunch)

**Part time hours (PM):** 12:15pm – 3:15pm (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 will be assigned a specific key person. This helps to develop children's self-confidence, sense of safety and well-being, especially during the settling in period. All practitioners will get to know you and your child very well.

In Nursery, there is a consistent daily routine which children soon learn. It gives children the security to explore and experience their world in a flexible framework. Children plan what and with whom they will play, implement these plans and then recall and reflect on their experiences. They are able to make their own choices, select their own materials and activities which motivate them to learn and sustain their interests. Children learn by exploring the world around them, taking risks and solving problems. This happens naturally when children play. Nursery offers children the freedom to explore ideas, feelings and physical movements. Your child will develop their social skills through mutual respect and patience and begin to form meaningful relationships.

All of this will prepare your child for their next exciting step into Reception.

# 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.





# Reading at Torridon

At Torridon, we use the DfE recommended scheme 'Little Wandle' 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 use a mixture of phonic scheme books, fiction and non-fiction books, in order to develop and promote a love of reading. The children will read a phonics scheme book at school which matches their phonic learning. This will then be uploaded to their personal E-library where they can share the book at home.



## 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. As well as reading their scheme book on their E-library, they can choose a story book of interest to bring home and share. Book bags are available to purchase via Parent Pay so your child can bring self-selected books of interest from school back home and vice versa. We will also send out a Home Learning Project book which will have a range of activities to have a go at. This will be assigned at the end of the first week of every half term and will be collected in at the beginning of the last week of every half term.

	<b>HOME LEARNING CERTIFICATE</b>
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
- Black shoes
- Book bag or back pack – both with Torridon Logo only

## Summer (optional):

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

## PE:

In EYFS gross motor skills are embedded as part of our curriculum. Children will have daily access to equipment to build confidence and develop and strengthen these skills. Therefore we ask children wear sensible black school shoes.

## Additional items:

- Water bottle

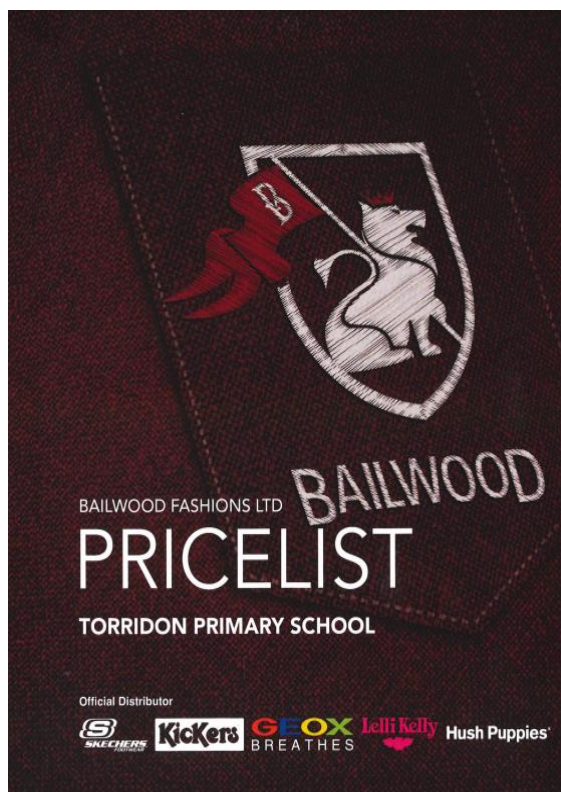




## Mapac

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.



### Crew neck sweater (ECO) with logo

Age	3-4, 5-6	7-8, 9-10	11-12, 13	XS ADULTS
Price	£10.50	£10.99	£11.99	£12.50

### Sweater cardigan (ECO) with logo

Age	3-4, 5-6	7-8, 9-10	11-12, 13	XS ADULTS
Price	£11.50	£11.99	£12.99	£13.50

### Purple polo (220 GSM)

Age	3-4, 5-6, 7-8, 9-10	11-12, 13	ADULTS
Price	£5.50	£5.99	£6.99

### Polar fleece jacket with logo

Age	3-4, 5-6, 7-8, 9-10, 11-12	13, ADULTS
Price	£13.99	£14.99

### School trousers (sturdy fit/regular fit/slim fit/ all elastic)

Price	FROM £6.99
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### Grey/black skirts (many styles)

From	£5.99
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## ACCESSORIES

BAGS	
Despatch Bag with Logo	£7.99
Junior Backpack with Logo	£12.99

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)



# Lunch

Children in Nursery (full-time children only) 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 **Friday 27<sup>th</sup> May 2022**.

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
- Headteacher Award (exceptional learning or behaviour)



# 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 thinking spot or a calm area 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.



### 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.

## **Clubs**

In Reception, there will be staff led clubs available each term. They run once weekly after school from 3:30pm - 4:30pm. For further details, please contact the school.

# Term Dates Academic Year 2022 - 2023

<b>INSET DAYS</b>	<b>1<sup>st</sup> and 2<sup>nd</sup> September</b>
<b>First Day of Autumn Term</b>	<b>Monday 5<sup>th</sup> September 2022</b>
<i><b>HALF TERM HOLIDAY</b></i>	<i><b>Monday 24<sup>th</sup> - Friday 28<sup>th</sup> October 2022</b></i>
<b>INSET DAY</b>	<b>TBC</b>
<b>Last Day of Autumn Term</b>	<b>Friday 16<sup>th</sup> December 2022</b>
<i><b>CHRISTMAS HOLIDAY</b></i>	<i><b>Monday 19<sup>th</sup> December 2022 – Tuesday 3<sup>rd</sup> January 2023</b></i>
<b>SPRING TERM 2023</b>	
<b>INSET DAY</b>	<b>TBC</b>
<b>First Day of Spring Term</b>	<b>Tuesday 3<sup>th</sup> January 2023</b>
<i><b>HALF TERM HOLIDAY</b></i>	<i><b>Monday 13<sup>th</sup> - Friday 17<sup>th</sup> February 2023</b></i>
<b>Last Day of Spring Term</b>	<b>Friday 31<sup>st</sup> March 2023</b>
<i><b>EASTER HOLIDAY</b></i>	<i><b>Monday 3<sup>rd</sup> - Monday 18<sup>th</sup> April 2023</b></i>
<b>SUMMER TERM 2023</b>	
<b>First Day of Summer Term</b>	<b>Monday 17<sup>th</sup> April 2023</b>
<i><b>BANK HOLIDAY</b></i>	<i><b>Monday 29<sup>th</sup> May 2023</b></i>
<i><b>HALF TERM HOLIDAY</b></i>	<i><b>Monday 29<sup>th</sup> May – Friday 2<sup>nd</sup> June 2023</b></i>
<b>INSET DAY</b>	<b>TBC</b>
<b>Last Day of Summer Term</b>	<b>Friday 21<sup>st</sup> July 2023</b>
<b>Children do not come to school on INSET Days</b>	

## Bank Holidays

Christmas Day: Sunday 25<sup>th</sup> Dec 2022

Boxing Day: Monday 26<sup>th</sup> December 2022

New Year's Day: Sunday 1<sup>st</sup> January 2023

Good Friday: Friday 7<sup>th</sup> April 2023

Easter Monday: Monday 10<sup>th</sup> April 2023

Early May Bank Holiday: Monday 1<sup>st</sup> May 2023

Spring Bank Holiday: Monday 29<sup>th</sup> May 2023

Summer Bank Holiday: Monday 28<sup>th</sup> August 2023

## 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.

### Extra funding for support for your child!

**Early Years Pupil Premium** can also be received by the school to support your child. The school might be able to get up to £302 per year to assist with your child's education.

### Who can apply?

You can apply for early years pupil premium if your child is aged 3 or 4 and you get 15 free hours childcare. The eligibility criteria are the same as free schools meals which has been mentioned earlier.

You may also be able to apply for Early Year Pupil Premium if your child is currently being looked after by the local authority or your child has left care through adoption or a special guardianship order or child arrangements order are in place.

The school can also receive additional funding called Disability Access Fund of up to £615 per year if your child is aged 3 or 4 and receiving both 15 hours free childcare as well as Disability Living Allowance for children.

To apply you just need to complete the application form in your welcome pack.

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

## 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  
alternative a  
copy can be  
emailed.*

## Is your child entitled to FREE milk?



## 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.



AA37.0

**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.\*

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



### 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?\*

### School details

Name of school\*



Town/City\*



Postcode\*

Class

Parent/Guardian signature\*

Date

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

By registering your child with Cool Milk, you may receive calls, emails, SMS or automated voice messages relating to your account. Please tick here if you would also like to be included on our mailing list. The personal data requested is required as part of the UK free and subsidised school milk schemes. All data is securely stored by Cool Milk (data controller) and is only used in relation to school milk. Please be aware that we may share this data with your local authority, the Nursery Milk Reimbursement Unit, the Rural Payments Agency and any other local or central government department or third party appointed by them with respect to school milk.