

Moorside Community Primary School

Beaconsfield Street

Newcastle upon Tyne

NE4 5AW

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Executive Headteacher: Mr P Wilkins

Head of School: Ms L Hall

**Telephone** 0191 2720239

 September 2017

Dear Parents/Carers,

**Dates for your Diary**

**School Meals**

Children in Reception, Year 1 and Year 2 will continue to receive free school meals. For all other children the price of school meals is as follows:

**Nursery**: **£1.90** per day or **£9.50** per week

**Years 3 to 6**: **£2.00** per day or **£10.00** per week.

Please ensure that you pay for school meals on a Monday morning **in advance** and that any outstanding money for this year is paid by the end of this term.

**Attendance**

We want all of our children to have the best possible attendance at school to enable each and every one of them to reach their full potential. There is a strong link between good school attendance and achieving good results for children. Please ensure that your child attends school every day, arrives on time and is picked up promptly at the end of the day. Remember that a child with a minor cough or cold or a mild headache does not need to stay off school.

Please also ensure that you take family holidays during the school holidays. Any holidays taken in term-time will be **unauthorised** and could lead to your child being issued with Fixed Penalty Notice fines and under certain circumstances being taken off the school roll.

In addition, whenever possible ensure that medical appointments for the dentist or doctor are made outside of school hours or in the school holidays.

**Passport Applications and Benefits Letters**

If you wish the Head Teacher to complete passport applications for your children, there will be a £10 charge per passport and a minimum of 1 weeks’ notice is required for this to be done. Also if you wish the office to provide a letter proving that your child is attending our school, for example to receive benefits, this will also require a minimum of 1 weeks’ notice.

**Children Arriving Late**

Please ensure that your child arrives at school ready for an 8:55 start. Sometimes we have as many as 20 children arriving after 9:05am. This interrupts the learning of both your child and the other children in the class who are interrupted when the child arrives.

As the office tends to be very busy in the mornings you may have to wait for your children to be registered as late and then taken into class. Please do not let your child into the school without informing us as we need to ensure they are marked in the register.

Yours sincerely



L Hall

Head of School