



Hipsburn Primary School, Lesbury, ALNWICK, Northumberland. NE66 3PX

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Headteacher Mr Kevin Moloney

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12th September 2016

### **Autumn Term 1 2016**

Dear Parents and Carers,

Welcome back and a huge welcome to Hipsburn Primary School! Here are a few useful reminders for this half term.

#### **Lunches**

All children in Reception, Year 1 and Year 2 are entitled to free school lunches. Please bear in mind that if your child has moved from year 2 to year 3 this year, then you now need to pay.

For children in pre-school and years 3, 4 and 5 the price of a child's school meal remains at £2.30. The weekly amount is £11.50. This half term is 33 days long, which gives a total of £75.90. Please note that all lunches should be paid for in advance (daily, weekly or half termly). We would appreciate your being prompt with payment as this means we don't waste time on unnecessary correspondence. We will automatically carry credits forward if your child misses a prepaid lunch for whatever reason.

#### **Swimming**

Swimming this half term is for year 1 and year 2 pupils. Lessons start on Thursday 15th September for 6 weeks. Cost is £3.50 per week, giving a total of £21.00. Please ensure your child remembers their swimming kit every Thursday!

#### **Payment**

Please send payment to school in advance with a clear breakdown of what you are paying for (lunches, swimming etc.) **plus, your child's name**. Cheques should be made payable to Northumberland County Council (N.C.C). **Please note that it is not necessary to send separate cheques.**

We would like to remind you that the office does not issue personal bills for lunches, etc. only reminders for monies outstanding. If you contact me, I am more than happy to let you know where you're at with lunch and other payments.

#### **Absence**

If your child is absent, please email or call the office as soon as possible with a reason for the absence. This should be done by 9.15am at the latest. Absences will be marked as unauthorised if no reason is given.

#### **PE Kits**

Please ensure that your child has a PE kit in school at all times.

Many thanks,

Angie East

