



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

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Headteacher Mr Kevin Moloney

1st November 2016

Autumn Term 2 2016

Dear Parents and Carers,

Welcome back to the second half of this autumn term. It's always a busy half term so please check the website calendar regularly for upcoming events and please help us by keeping up to date with payments owing. We break up for the Christmas holidays at 3.15pm on Friday, 16th December.

Lunches

All children in Reception, Year 1 and Year 2 are entitled to free school lunches.

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 34 days long, which gives a total of **£78.20**. **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 continues for **year 1** and **year 2** pupils. Lessons start on **Thursday 3rd November** for 7 weeks. Cost is **£3.50** per week, giving a total of **£24.50**. 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

