

Telford Junior School

Telford Avenue Leamington Spa Warwickshire CV32 7HP



HEAD TEACHER
RICHARD SIVITER BSC. (HONS)

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Dear Parent/Carer,

Please find attached our forms which need completing in order for your child to be registered with us in September.

Paper copies of the admission and medical forms will also be available for collection on the Year 2 Transition Visits on Tuesday 7, Wednesday 8 and Thursday 9 July. Please return the forms to **Telford Junior School** before Friday 17 July if possible.

If you would prefer to complete the forms online beforehand, please return them to admin2315@welearn365.com. The forms are also available on our website <https://www.telfordjuniorschool.com/> under: About Us/Welcome to Year 3.

Admission Forms

The 'Admission Application Details' form needs to be completed in full. Please ensure you complete section 7 (Ethnicity/Language) referring to the Ethnic Background Information Sheet. It is important that you only select one of the options listed on the sheet.

Medical Forms

The medical forms 'Agreement for School Setting to Administer Medicine' and 'Record of Medicine Administered' only need to be completed if your child needs prescribed medicine to be administered while they are at school.

School Meals

Educaterers provides meals for our school. School meal information is found under the letters section on the website which will be updated when we receive information on the new lunch menu and cost of meals.



Payment for Meals

We operate ParentPay for parents/carers to pay for meals and activities in school. We need to register your child with our school in order for a new user ID and password to be issued for you to pay for meals and activities. This process will take a few days when your child joins the school but they can receive school meals while your ParentPay account is being set up.

Free School Meals

The Universal Entitlement to Free School Meals for your child stops when they move into Year 3. This means that if your child is eligible to continue to receive free school meals, you will need to apply. Please apply online at:

<http://www.warwickshire.gov.uk/freeschoolmeals>

If your child is not registered with this department by the beginning of the Autumn Term 2020, unfortunately they will not receive a free school meal when they join Telford Junior School in September.

If you think your child may be eligible for free school meals but you are intending to provide packed lunches, it would be very beneficial to the school if you could still apply. The school receives funding based on the number of registered children eligible for free meals. The money is received in the budget allocated to the school, so we rely on this funding in order to cover all the costs associated with running the school. Thank you for your assistance in this matter.

Please do not hesitate to contact the school office on 01926 424 664 or admin2315@welearn365.com if you have any queries.

Kind regards

School Office

