



# Audlem St. James' C of E Primary School

*'Let your light shine'*  
*Matthew 5:16*



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Acting Headteacher: Mr. A. Perry  
September 2019

Dear Parents and Carers

## SCHOOL OFFICE INFORMATION FOR PARENTS

As we begin a new school year, we thought it would be helpful to clarify the procedures for payments and office communication systems for all parents and carers. With this in mind, we have provided a summary of key information below.

### PAYMENTS

**Money** - All money sent to school for any reason must be in a sealed envelope, labelled with your child's name and class name to be given into their teacher. Please do not send in loose cash to avoid the possibility of monies going astray.

**Dinner Money** - If you wish for your child to have hot school dinners, we ask that dinner money is paid each **Monday** either termly or weekly **in advance**. Hot dinners are £2.35 per meal for KS2 pupils. (Universal Infant Free School Meals apply to our Reception and KS1 pupils only). Late or daily payments cause issues in terms of ordering and tracking payments. If your child would like only one or two meals in a week, please ensure that payment is sent in on Monday of that week or alternatively payment made half termly.

**Snack** - Healthy snacks continue to be provided by Mrs Robinson-Cartlidge, our School Cook, at morning break. This costs 25p per item. To ensure Mrs Robinson-Cartlidge can order and provide the correct numbers for each morning, we ask for snack money to be paid **half termly in advance**. Letters will be sent home at the end of the previous half term and we ask that you return them promptly so registers can be set up in advance of the new half term. This avoids confusion during the busy first week back after each school holiday. Please note, snacks are payable even if your child is in receipt of free school meals or is in EYFS or Key Stage 1.

**Online School Meals payments** - You can also make payments using our online communication system Parentmail. Plus Pay is linked to Parentmail and allows parents to view monies owed for trips, dinners etc and make payments as well as give consent for trips and visits online. We encourage all parents and carers to sign up to Parentmail. To do this, you can either call the office with your email address or record it on the data collection sheet for your child. Once we have registered you with Parentmail you will receive an email or text and you will need to follow the instructions on the attachment to activate your account. If you do not receive email/text correspondence from us and would like to, then please give the school office a call and we will check we have your correct contact information.

**Cheque payments** - Cheque payments for school dinners, snacks, and school trips are all made **payable to Cheshire East Council**.

### PARENTMAIL

Weekly newsletters and other school correspondence, wherever possible, are sent to parents via Parentmail. We encourage all parents and carers to sign up to Parentmail to help to lessen the amount of paper copies of communication that are sent from school. If you prefer hard copies of all correspondence,



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please let the school office team know. Some letters will still need to be sent out as hard copies i.e. weekly notes home from class teachers, clubs letters etc.

### **ATTENDANCE**

**Illness** - If your child is unwell and unable to attend school, please telephone the school office **before 9:10am** on the day of absence to let us know.

### **EMAIL**

Mrs Taylor can be contacted via email at [bursar@stjamesaudlem.cheshire.sch.uk](mailto:bursar@stjamesaudlem.cheshire.sch.uk) Mrs Howard and Mrs Gunstone can be emailed via [admin@stjamesaudlem.cheshire.sch.uk](mailto:admin@stjamesaudlem.cheshire.sch.uk). Please note the office team works part time and therefore emails are not checked on a daily basis, if you have not received a reply from the admin address within 48 hours please contact the office by phone.

### **DATA COLLECTION**

It is essential that we have the most up to date contact and medical information for all children in school. The data collection sheet provides all of the information we require for our records in school. These forms will be distributed to all children - please look out for these in school bags. Please complete and sign a sheet for each child you have at school and return it as soon as possible.

### **DATA PROTECTION and PRIVACY NOTICE**

Our school is a data controller for the purposes of the Data Protection Act. We collect information about pupils and may receive information about pupils from any previous school or setting and the Learning Records Service. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care and
- Assess how well school is doing.

Information will be shared with professional bodies and we are required by law to pass some information to the Local Authority and the Department for Education (DfE).

***We will not give information about pupils to anyone outside the school without your consent unless the law and our rules allow us to.***

If parents require a copy of the privacy notice for pupils in school this can be obtained from the school office.

**Breakfast and After School Care Provision** -If you require a place in either Club please contact ABC Childcare Services on 01270 748081 who will be happy to assist with this.

**Uniform** - Our suppliers, 'Schools In' offer an online service and have a shop in Nantwich, their contact number is 01270 618957. Further information about this is available from the School Office.

### **WEBSITE**

Our school website can be found at [www.audlemstjames.org.uk](http://www.audlemstjames.org.uk) Please browse our site to see some of the exciting things we have been up to! This is also a useful platform to view copies of newsletters and school policies. We trust you will find this information useful and thank you for your help in ensuring the smooth running of our school. If you are unsure about anything in this letter, please feel free to contact us by phone, email or in person at the school office.

Yours sincerely,

Mrs Taylor Mrs. Howard Mrs Gunstone.