



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

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Headteacher Mr Kevin Moloney

1st March 2017

Spring Term 2 2017

Dear Parents and Carers,

Welcome back to the second half of this spring term. As always, I encourage you to check the website calendar regularly and follow us on facebook to keep up to date with information coming out of school. We try and send out as much information as possible electronically, so please ensure we have your current email address.

We break up for the Easter holidays at 3.15pm on Friday, 7th April, returning on Monday, 24th April.



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 30 days long, which gives a total of **£69.00**. **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.

Payment

Please send payment to school in advance with a clear breakdown of what you are paying for **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.



PE Kits

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

Absence

If your child is absent, please email (use the admin email address) 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.

Many thanks,

Angie East

