



Meltham CE Primary School
Holmfirth Road, Meltham, Holmfirth HD9 4DA

T 01484 850671

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Headteacher Mr P Gibbins

Dear Parent/Carer,

Welcome to Meltham CE Primary School

This overview is intended to help you and your child settle into their new school.



Our school website, www.melthamceschool.co.uk holds a wealth of information. Take some time browsing the categories. The school prospectus can be found on the school website under the category Parent Information, Admission Arrangements and Prospectus. The prospectus contains much of the information you will need such as times, uniform, parking, attendance, absence, curriculum and much, much more but if you need any further help, please contact the school office.



You will have been given a Student Data Form with this letter. Please complete the form and return it to the school office as soon as possible. We will use this information to update your child's record. It includes a permissions list of how you permit us to use photographs and/or videos of your child. Please consider each option carefully. If you change your mind at a later date, you are very welcome to complete another form. Also included is our Privacy Policy. Please take the time to read through this and confirm on the Student Data Form if you agree with it.



Please remember to update us if you change your mobile phone number or email address as it is this data that ensures you continue to receive communication from the school. A current address is also essential as is keeping your child's contact list up to date. The people on your child's contact list (taken from the Student Data Form) will be used if we need to contact someone regarding your child.



School Spider is used to communicate with parents by email and smartphone. It is also used for parents to book parent's evenings and for the school to collect information in the form of a 'survey'. If you already have a child in school with us, the new child will be added to their account and your login details remain unchanged. If you have no other children in school with us, download the school spider app on your smartphone and create a log in. You can also gain access via the school website by clicking the Parent Login on the top left corner. Please ensure you can log in and let the school office know if you have any problems.



ParentPay is used to make payments for school dinners, trips, extra-curricular activities etc. You will be sent your ParentPay login details in the next few days. If you already have a child in this school or another school that uses ParentPay, you can use the login details to 'Add a Child' to your existing account. Please ensure you can log in and let the school office know if you have any problems.

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Headlines On Fridays you will receive our weekly email newsletter, Headlines which is written by the Headteacher. This contains valuable information about things that have happened during the week, up-coming events such as assemblies and general information that you need to know. It may also have links to community events. Previous copies of Headlines are on our website.



Class teachers use Twitter to post photos and messages. Follow your child's year group by searching @fsmelthamce, @yr1melthamce, @yr2melthamce, @yr3melthamce, @yr4melthamce, @yr5melthamce and @yr6melthamce. The school account is @melthamceschool.



Printed letters are not generally created any more but please check Foundation Stage and Key Stage 1 book bags regularly.

FSM

Your child may be entitled to Free School Meals (FSM) and milk depending on your financial situation. Attached is a letter with full details and if you are in doubt as to whether you are eligible or not, you may speak with the School Business Manager, Mrs Oldham in confidence or telephone Kirklees Council on 01484 221000 and ask for free school meals.



Children can choose to have a school dinner freshly prepared by our school kitchen or bring a packed lunch from home. They could even mix the two and choose a school dinner on certain days of the week and packed lunches on the others. The meals rotate on a three weekly basis and a copy of the menu can be found on the school website under the section Parent Information, Dinners & Milk. Children in Foundation Stage, Year 1 and Year 2 receive government funded Universal Infant Free School Meals (UIFSM) so meals are free. From Year 3 onwards, meals are paid for in advance on ParentPay, unless they are entitled to Free School Meals (FSM).



Milk can be ordered for your child to drink at morning break. The supplier is Cool Milk and it can be ordered by registering at www.coolmilk.com Children under 5 years old are entitled to free milk up until the term of their 5th birthday. Pupils entitled to Free School Meals (FSM) are entitled to free milk which is ordered via the school office.



Children in Foundation Stage, Year 1 and Year 2, are offered a piece of fruit at morning break free of charge. From Year 3 onwards, we encourage fruit to be brought in from home to be eaten at break time.

Acronyms

FS Foundation Stage – sometimes referred to as EYFS (Early Years FS) or Reception year/class
KS1 Key Stage 1 (Years 1 and 2)
KS2 Key Stage 2 (Years 3 to 6)
FSM Free School Meals – benefits related free school meals, any year group
UIFSM Universal Infant Free School Meals – free meals for FS and KS1

We hope you have found this useful and if you have any questions, please do not hesitate to contact the school office.

Enclosed: Student Data Form, Privacy Policy, FSM Information