



## LUNCHTIME

### TIMETABLE

Reception 12.00pm Year 1 from 12.10pm Year 2 from 12.20pm	Year 3 from 12.30pm Year 4 from 12.40pm	Year 5 from 1.00pm Year 6 from 1.10pm
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### SCHOOL DINNERS

- Children can have a hot school lunch which costs £9.00 per week (£1.80 per day) Alternatively, children can bring their own packed lunch to school. Whichever you choose, could you please let the school office know. School lunch is paid for weekly on a Monday. Cheques should be made payable to **ST. MARGARET'S LEE C/E SCHOOL**.
- **During the first half term in the Reception class we can be flexible about children changing from school dinner to packed lunch or vice versa until they are happily settled in school but after the first half term the following will apply:**

If your child wishes to change from school lunches to packed lunches or vice versa, **we will need to know at the end of each half term.**
- Dinner money should be paid on Mondays at the beginning of the week meals are taken on a weekly basis but can be paid monthly or half termly if preferred.
- According to Lewisham's policy ..... 'it is not within the power of the school to give a child a meal free of charge'.... Therefore if dinner money has not been received a series of letters is sent over a period of four weeks.
  - The first is a general reminder
  - The second is notification of running the risk of meals not being provided if the debt is not paid.
  - The third letter gives notice that meals are being withdrawn and alternative arrangements must be made.

### FREE SCHOOL MEALS

- **If you want to know if you are entitled to Free School Meals, please complete the form provided or call 020 8314 6221 for assistance.**

### PACKED LUNCHES

Packed lunches should be brought to school in a small plastic lunchbox, labelled with your child's name. Although you know best what your child likes to eat, a balanced packed lunch may include the following.

1. A filled roll or sandwich - starchy foods are filling and provide energy.
  2. The fillings for rolls and sandwiches could include e.g. lean meat, chicken, oily fish, egg or marmite - these contain the protein, iron and vitamins children need.
  3. Dairy products - cheese, yoghurt, fromage frais etc - these contain calcium and protein which is important in building strong bones.
  4. Fruit and vegetables - raw vegetables, fresh or dried fruit and canned fruit in juice, smoothies - these provide fibre and vitamins.
- **Please do not include nuts for safety reasons and because some children are allergic to them.**
  - **Confectionary such as chocolate coated biscuits and sweets and savoury snacks such as crisps are not allowed as part of a packed lunch.** Please note that school dinner main meal and puddings are made to strict guidelines on the amount of sugar and salt added.
  - Water or milk is provided at lunchtime, so it is not necessary to include a drink.
  - If your child is either starting or stopping packed lunches it is important that you let the office know before you make the change.



## UNIFORM & PE KIT

### Boys

- grey trousers (or shorts in summer)
- black or yellow school sweatshirt
- white shirt and school tie or plain white polo shirt
- plain black or grey socks.
- black blazer with badge (optional)

### Girls

- plain grey knee length tunic or skirt or grey school trousers or shorts
- white shirt and school tie or plain white polo shirt
- black or yellow school sweatshirt
- plain black, grey or white socks or plain black or grey tights (not leggings)
- in summer, yellow and white striped or checked school dresses (optional).
- black blazer with badge (optional).
- long hair should be tied or plaited back from the face

### All Children

- any suitable coat
- **flat black shoes** (trainers, boots, sling-backs and open-toed sandals are not permitted) - **we recommend black 'trainer style' shoes as these are practical in the playground and for PE lessons.**
- book bags
- PE kit bags

### PE Kit

- Reception & Y1 shorts/tracksuit bottoms, plimsolls or 'school shoe trainers'
- Y2-Y6 shorts/tracksuit bottoms, trainers or 'school shoe trainers'
- if your child is wearing a summer dress, a spare top will need to be added to the kit

The above articles are obtainable from many local shops but the following are sold in school.

Blazer badges	£2.50 each	School Sweatshirts	£6.50 each
School ties	£2.50 each	School caps	£2.50 each
Book bags	£3 each	Shoe bags	£2.75 each

### Jewellery

- watches and small stud earrings are permitted
- chains, earrings other than studs or other jewellery are not permitted

**All items of clothing should be marked clearly with the child's name.**

### Lost property

- Named items are returned to class via the school office
- Unnamed items are kept in the school office for two weeks and if unclaimed, are donated to charity or recycled



## PAYMENTS

- Please make sure any money sent into school is in separate envelopes, clearly marked with your child's name, class and what the money is for. This should be handed to the teacher unless otherwise notified.
- Printed envelopes also available from the office at £1 for 25

## CAPITATION CONTRIBUTION

- We write to the parents and guardians of children at St Margaret's every year to request a *voluntary contribution* towards the annual Repairs and Maintenance payment made to the Diocese of Southwark. This payment is essential if we wish to keep the fabric of the school buildings well maintained.
- We ask for a *voluntary contribution* of £24 per child in full time education (and £12 for those in nursery). This translates as £2 per child per month.
- The 'Friends of St.Margaret's' are the fund-raising group at the school and are tasked with the job of managing the collection of these contributions – and every year they find they have a shortfall. They then use funds raised at various events to make up this shortfall when that money could be used to enhance the school in other ways for all the children at the school.
- **Please fill in the standing order form now and help to maintain and develop our wonderful school!**

## ATTENDANCE

Children are expected to come to school every day unless they are ill. Holidays should not be taken during term time unless it is unavoidable and then only with the prior permission of the Governors, using the school request form available on our website. Children are expected to arrive on time; reasons for lateness or absence must always be provided. If for any reason you need to take your child out of school during the day, you should always have the Headteacher's permission.

### Authorised and Unauthorised Absence.

- If the school regards the reason for a child's absence as acceptable (eg sickness, dental appointment), then it is an **authorised absence**.
- If the school is not informed, or an unacceptable reason is given, then it is an **unauthorised absence** and the Educational Social Worker is informed. A record is kept of each child's unauthorised absences.
- Children whose attendance falls below 85%, the school are instructed to investigate and report findings to the Educational Welfare Officer.
- If there are concerns over the reason for poor attendance and if there is no improvement, the Educational Welfare Officer will take over investigations

### Illness

- If your child is unwell then s/he should be kept at home and the school informed as soon as possible on the first day of absence.



**St Margaret's Lee**

Church of England School Diocese of Southwark