



Dolphinholme Church of England Primary School
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Headteacher: Mrs. D. Cross

Inspiring success, celebrating achievement

19th May 2017

NOTES FROM THE OFFICE

Many things have happened since I wrote to you last and everyone appears to be getting on well with the new system. If you have any problems at all with it, please come in and talk to me. I am happy to guide you through it.

School Meals

We updated the menu from the 15th May as the chicken on a Tuesday was too spicy for the children. A copy of the updated menu is available directly above where you choose your meal – this was shown on last week's Dispatch.

Please remember to choose the right menu for the right week – there are some teething problems with ordering sandwiches on days when these are not served. Pre-School children have a set menu and should not deviate from this.

Can I remind parents that as we need to order all kitchen supplies 7 days in advance, parents should now order all meals through Scopay online a **minimum of one week ahead of the serving date**. The system has now been updated so that there is no limit as to how far in advance you wish to put in lunch orders. Please note, however, that this current menu cycle is only available until school closes in July.

For children in Foundation and Key Stage One, meals are provided, free of charge, through the Universal Free School Meals scheme and the system will allow you to enter the meals without payment. For all other children, you will need to pay in advance before the system will allow you to order.

We have tried to keep this as simple as possible and the meal codes are:

Option 1	M
Option 2 (usually vegetarian)	V
Baked Potato	B
Sandwiches (Egg)	E
Sandwiches (Cheese)	C
Sandwiches (Tuna)	U
Sandwiches (Ham)	H

Please make sure that you use the right codes and that you do not put in F, which is a free meal.

On the 13th July the children are going on a school trip, the choice on that day will be sandwiches only. Please choose from ham (H), cheese (C), tuna (U) or jam (V).

Weeks until the end of term:-

Week 1	Week 2	Week 3
		22/05/17
29/05/17 (half-term holiday)	05/06/17 (IOM week)	12/06/17
19/06/17	26/06/17	03/07/17
20/07/17	17/07/17	

Dolphinholme Breakfast and After School Club (DBASC)

Parents are able to book their children in on a daily, monthly or even termly basis. Once you have booked your child in, you will be able to amend that booking up to 6.00 p.m. the night before.

When booking your child in please be mindful of the following common errors:-

When booking in for Breakfast Club, make sure you put the code in the BC box not ASC otherwise the system thinks the child is going to ASC.

Only use F for Ball skills or Athletics – some parents are putting in F (out of school club) for every evening, but we only have out of school clubs 3 times a week.

If your child is ill, please inform DBASC by e-mailing them on dolphinholmeasc@dolphinholme.lancs.sch.uk. This allows places to be filled at the last minute.

Please remember that, as normal, all children need to be booked into DBASC if they wish to attend due to the limited numbers.

Please remember if you need to book your child in urgently, you can phone school to add them in, but use the advance online booking system for regular bookings.

Invoices for DBASC & Little Dolphins

Invoices will be available online, as usual, at the end of each month for DBASC and Little Dolphins Pre-School.

If you want to see your invoice for any given month you can choose the dates within the system and it will show your calendar and the amount due.

Invoices are available by noon on:

Friday 26 th May	Friday 2 nd June
Thursday 29 th June	Friday 7 th July
Friday 21 st July	Friday 28 th July*

*Please make sure that this invoice is paid on time, as this is the end of our financial year.

From 1st September, we will be asking parents to pay in advance for Breakfast and After School Club on the same basis as you currently pay for school meals.

A copy of the fees from 1st September 2017 is attached.

Uniform

The next uniform order is being submitted on the 12th June if you wish to order on-line.