

Harbertonford Church of England Primary School



Starting School

Information for Parents - 2022



Harbertonford C of E Primary School

Old Road, Harbertonford

Totnes, Devon

TQ9 7TA

Tel: 01803 732352

Email: adminharbertonford@thelink.academy

Welcome!

Harbertonford Church of England Primary is a thriving Church School, built in 1963 and is part of the Totnes Hub of Village Schools, within the Link Academy Trust. We are situated just outside the town of Totnes, in the wonderful South Hams which has been designated an Area of Outstanding Natural Beauty.

Harbertonford C of E Primary has a good reputation and our School achieves high academic standards through the provision of an exciting curriculum that makes the most of our beautiful grounds. With links to our partner schools within the Academy (Bearnese, Cheriton Bishop, Diptford, Hennock, Landscope, Stoke Gabriel, Tedburn St. Mary & Yeoford), the Church and the local community, our children are given a wide range of learning opportunities and exciting experiences in and outside of the classroom.

Our school is a vibrant and exciting place, yet our small size enables us to know all of our children to understand their needs, talents, interests and motivation. We aim to help them discover their potential and enable them to fulfil it, whilst valuing their individuality and developing the whole child. Our family ethos underpins everything we do and our team of dedicated Staff, Parents and Governors, work hard exceptionally hard to support and nurture every child in our care; preparing them for the future and inspiring a love of learning on the way.

We hope the information in this pack will give you a good indication of what you and your child need to start their education at Harbertonford C of E Primary; however, if you have any further questions, you may like to ring us, explore our website or view our Facebook page. Of course, there is no substitute for a visit and we welcome you to come and look around, talk to staff and pupils and get a feel for what it's like to be part of our school community.

We look forward to working alongside you soon,

Mrs Anne Burns

Head of School

General Information about our School



School Times

The school bell rings at 08.50am and all children must arrive by this time. We strongly encourage all children to be prompt and ready to start the school day at 08.50am. If you do arrive late then it is important to enter school via reception. Children will be marked late in the register if registration has finished (registration closes at 08.55am). The number of late attendances is then recorded and noted on school reports. School finishes at 3.20pm and children can be picked up from the playground area outside the classrooms. Access to the school at all other times must be via the School office to ensure the safety and security of our children.

School Lunches:

School meals are cooked fresh on site every day. Your child's lunch choices are taken each day during registration and they can choose between 3 Options - meat / fish, vegetarian or a Jacket Potato. All KS1 children are entitled to free school meals automatically. School lunches are currently charged at £2.50 per day. Alternatively, you can provide your child with a packed lunch on any or all days.



The menu changes termly so the version enclosed may not be applicable for the term your child starts. However, it gives you an idea of the lovely meals cooked fresh onsite every day.



The aim of the school is to promote Healthy Eating so we strongly discourage children from bringing in sweets, crisps or chocolate. Children may bring fruit to eat at break-time. KS1 children have a free portion of fruit or vegetables each day and milk is available for the under 5's. We do not allow nuts due to allergies. We ask that all children are provided with a refillable water bottle each day.

If your child would like school meals it is very important that they are paid for **on a weekly basis using ParentPay**. When your child starts school you will be issued with login details for ParentPay. Alternatively you can pay by cash or cheque. Please put the cash or cheque (payable to Link Academy Trust) in an envelope marked with the pupil's name, class and amount being paid. This can either be given to the teacher at registration or the school office



If you have a child in KS2, they may also be entitled to free school lunches so please do consider this option to provide your child with a hot meal at lunchtime if your circumstances are applicable. To check if you are eligible for free school meals please see the guidance at

<https://www.devon.gov.uk/educationandfamilies/school-information/school-meals>

Absence

If your child is poorly, please telephone us in the morning to let us know. We will always call on the first day of absence, if we do not know why your child is not in school, as a safety precaution. If we are unable to contact you at home, we will try all other contact numbers until we are happy we know that your child is safe.



If your child has suffered from sickness or diarrhoea, they must have a clear 48 hours from their last episode before returning to school.

If, for any reason you need to take your child out of school, please speak to the Administrator in advance. We ask that you avoid taking your child out of lessons for dental/medical appointments etc. as this can cause a lot of disruption to your child's learning.

Medication

Any essential, prescribed medicines, which need to be taken during the day should be clearly marked with the child's name and class and handed in at the office where you will be asked to sign a consent form. If your child suffers from asthma please talk to the class teacher about arrangements for their inhalers. If your child has suffered from sickness or diarrhoea, they must have a clear 48 hours from their last episode before returning to school.



Breakfast club and After school Activities and Clubs

Harbertonford C of E Primary does run a breakfast club each morning from 08.00 until the start of the school day. To enquire about breakfast club bookings please speak to the school office. There are other clubs and activities available after school, some run by parents, volunteers or external instructors which the children can join if they wish. Examples of clubs which run are Coding Club, Football, Basketball and Art club. They do change regularly and letters are sent home frequently. There is a charge for some of the clubs e.g. football.

Administration

Each week, a newsletter is sent via email giving news and details of forthcoming events. The newsletter often includes essential and useful information. We are striving to be as paper free as possible but if you require the newsletter in paper form, please let us know.

You will be asked to sign consent forms giving us permission for photographs and to take your child out into the local area throughout the year – e.g. walking to the village hall, to the park etc. If any off-site visits require travel on a coach, a letter will be sent home giving details and seeking permission. Please sign these and return them to school as soon as possible.

Harbertonford School Website and Facebook Page:

At <http://www.harbertonford.thelink.academy/website> the School website has a calendar for you to check what is coming up, photos of recent events, trips or visits and regular updates from the Headteacher and Academy. We recommend you check it regularly to stay up to date with what is happening in school. Each class also has

its own page keeping you up to date with what has been going on and information about the curriculum that is being taught. The School terms dates, policies (like the homework policy), procedures and minutes of the School Committee meetings can be found here as well.

The Facebook page can be found at Harbertonford C of E Primary School and will contain updates and useful information about the school.

PTFA

We have a very active parent's association, called Harbertonford C of E Primary PTFA. They request that parents (and or other interested parties like grandparents!) provide their email addresses on the form enclosed to receive e-mails about events taking place and school social matters. You can do this at any time even before your child starts at Harbertonford School so that you can join in the community spirit.

We hope this booklet has given you most of the day to day information you will need. If at any time you have any queries or concerns please do not hesitate to speak to us.

We really look forward to seeing you!

Telephone: 01803 732352

Email: adminharbertonford@thelink.academy.



Our Christian Vision and Values



Our Mission Statement and Vision

Harbertonford C of E Primary School puts pupils at the core of all that we do.

Pupils are encouraged to become responsible, independent learners who feel safe to take risks and trust that making mistakes is part of how we grow.

Our small school provides big opportunities to broaden horizons and prepare pupils for the fullness of life through aspiration and our core Christian values. We learn to flourish together through mutual respect, compassion and forgiveness.

Live, Learn, Flourish. Psalm 92

Our Christian Values

Teachers, parents, pupils and our School Committee all contributed to the review of our school values through 2017-18. Here are the ones that we decided are core to us at Harbertonford C of E Primary: Trust, Forgiveness, Respect, Friendship (belonging), Compassion and Responsibility.

Our values are supported by teachings and stories from the Bible:

- **Trust** – *Noah's Ark Genesis 6-8*: 'Trust in the Lord with all your heart.' Proverbs 3:5
- **Forgiveness** – *The Lost Son Luke 15: 11-32*: 'Be kind and forgive one another as God in Christ forgave you.' Ephesians 4:32
- **Respect** – *The 10 Commandments Exodus 20: 1-17*: 'As you wish that others would do to you, do so to them.' Luke 6: 33
- **Friendship (belonging)** – *12 Special Friends John 1: 35-49 & Acts 1: 12-26*: 'This is my command to you: Love one another.' John 15: 17
- **Compassion** – *The Good Samaritan Luke 10: 25-37*: 'Thou shalt love thy neighbour as thyself.' Mark 12:31 (The second of the 10 commandments)
- **Responsibility** – *Jonah and the Whale Book of Jonah, Chp 1-3*: 'For each one should carry his own load' Galatians 6:5

Our pattern of Collective Worship

We meet daily for an act of collective worship (CW), which provides an opportunity to reflect and express the Christian ethos of our school. The Open the Book team visit us fortnightly to dramatise Bible stories and members of our Pupil Ethos Group lead some of our collective worship throughout the year.

Monday – Whole school Open the Book or values Collective Worship

Tuesday – Whole school values themed CW

Wednesday – CW in St. Peter's church/CW through music and singing

Thursday – Class based CW; opportunity to reflect on our current value focus

Friday – Whole school celebration act of worship, including pupils' achievements

Admission Forms

The following forms must be completed and returned before your child starts school with us:

1. Devon County Council Forms (3): Pupil Information, Contact Information and Disability Information (if applicable);
2. Privacy Notice
3. General Permission form
4. Collection of children at the end of day

When returning your admission forms please either provide a copy of your child's birth certificate or bring the original for us to check as we are required to certify your child's date of birth.

Information Sheets

There is always a lot to remember when starting school but we provide you copies of key documents that are also available to access at any time on or through the school website, <http://www.harbertonford.thelink.academy/website> should the paperwork get mislaid. We recommend you save the website address to your favourites.

1. School Uniform Policy;
2. Free School Meals information
3. Holiday Dates.
4. Sample dinner menu

Privacy Notice – How we use pupil information

Why do we collect and use pupil information

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR) 2018.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to support you to decide what to do after you leave school

Categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results
- Special educational needs information
- Relevant medical information

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil information

The Link Academy Trust keep information about your child(ren) on computer systems and also sometimes on paper.

We hold their education records securely until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are safely destroyed.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

Who do we share pupil information with?

We routinely share pupil information with:

- schools or colleges that the pupils attend after leaving us
- our local authority (Devon County Council) and their commissioned providers of local authority services
- the Department for Education (DfE)
- our schools within the Trust

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data. For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:
<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the relevant school office or Head of School. The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Declaration (Please read, sign and return)

I, Parent of Child(ren) _____,
declare that I understand:

- The Link Academy Trust has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- The Link Academy Trust may share my data with the DfE, and subsequently the LA.
- The Link Academy Trust will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The Link Academy Trust will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.
- I am content for the Trust or School to continue contacting me via all forms of current communication including email, telephone and text messages.

Signature of Parent: _____

Pupil Acceptable Use Agreement

- This is reviewed on an annual basis. One copy is returned and placed in the pupil file and the other is retained by the parents or carers
- We allow you to use our Academy ICT Network and equipment that has different programs and Apps for you to use. It also allows you to go onto the Internet. We trust you to use these programs, apps and the internet safely and sensibly but if you break the rules on purpose, we will stop you having the use of internet or learning resources, including pupil files, until we are sure that you can do so safely and respectfully. Here are the rules you must follow:
- Your folders belong to the school and staff will look at the files in there. They are not private to you
- Staff can see what you are doing on a computer at any time and can track what you have been doing after you finish.
- The use of the Internet is provided for your learning. All the sites and apps you visit are recorded.
- We expect you to behave sensibly and safely whilst using ICT equipment
- Treat any computer or technology equipment with respect so that it does not get damaged. You should not move any equipment unless a member of staff asks you to. The Trust reserves the right to seek remuneration from parents of pupils who cause malicious damage to ICT equipment
- Do not use another person's password or tell anyone else what your password is. If you think someone is using your password, then tell a member of staff.
- We try very hard to prevent you seeing websites that have nasty images on them or are about violence or that have things that are not appropriate for children to read. If one of these websites gets through our protection system you should put the lid of laptop down / turn off the monitor / put the tablet face down and tell a member of staff immediately. Do not close the website – this is so a member of staff can get the website blocked. You must not show it to another pupil.
- Individual emailing outside the school system is not allowed. Going onto Internet sites such as messenger and emailing are strictly forbidden.

If you do any of the following things in school, on purpose, you will be reported to the Executive/Academy Head and we will prevent you from using the Internet unassisted and contact your parents:

- Visiting Internet sites without permission or visiting sites that are not part of the topic you've been asked to look at
- Using someone else's password and going into their personal folder
- Emailing anyone from an Internet site or sending messages to other pupils
- Using a social networking site such as Facebook
- Downloading plugins or games

I agree to abide by the rules of the Pupil Acceptable Use Agreement for Harbertonford Primary School

Pupil Name:
Parent's Name:

Class:
Signature:

Signature:
Date:

General Permissions – please complete.

SHORT TRIPS AND WALKS

Occasionally we may take the children out for a walk locally in, or around, Harbertonford village for example, to visit the church or to go for a walk around the lanes. There are also occasions where we take children to local events such as PE events using coaches.

To avoid the need for parental consent for each of these trips we are asking for parents to give a blanket consent for children to be taken out of school on trips during this academic year.

For longer trips, out of the Harbertonford local area, parents will receive letters informing them of the activity or visit.

☐

I agree to my child(ren) taking part in trips and activities outside school

FOOD ALLERGIES/DIETARY NEEDS

During food activities carried out in school, pupils may need to taste food as part of the school curriculum. Could you let us know if your child has any special dietary needs/allergies which could prevent them from tasting certain foods.

MEDICINES & FIRST AID

If your child needs to be given medicine during the school day, please be aware that you will need to complete a consent form prior to this. Forms are available in the school office or can be downloaded from the website (parents/frequently requested forms) and must be completed before staff can give any medicine to your child.

Any medicines or inhalers that are sent into school must be in a clearly labelled bag/container. We will inform you if medicines become out of date.

If your child requires first aid at school or during a school trip, please advise us of any relevant allergies e.g. plasters.

Please provide details below if your child has any medical conditions/allergies etc.

PERMISSION FORM FOR THE PROVISION OF INTIMATE CARE

If a child wets or soils themselves while they are at school, it is important that measures are taken to have them changed and, if necessary, cleaned as quickly as possible.

Our Early Years staff are experienced and trained at carrying out this task if you wish them to do so or, if you prefer, the school can contact you or your emergency contact who will be asked to

attend without delay. Harbertonford Primary School has an Intimate Care Policy which is available to view on our website or you can obtain a copy from the school office.

☐ I give consent for my child to be changed and cleaned by staff if they wet/soil themselves while in the care of the school

☐ I DO NOT give consent for my child to be changed and cleaned by staff if they wet/soil themselves while in the care of the school. I understand that the school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I also understand that, in the event that I (or the emergency contact) cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to support the child as part of the basic duty of care.

PHOTOGRAPHS AND VIDEOS - USE IN SCHOOL

During the school year we photograph the children taking part in a wide range of activities. We may also record events and activities on video. These photographs/videos may be used in the school in a variety of ways, for example, on school display boards. It may also be appropriate to name individual children, using their first name and possibly the first letter of their surname, in our school displays. Photographs and videos may continue to be used after your child leaves Harbertonford Primary school.

☐ I give permission for my child(ren) to be photographed/videoed as per the above conditions and for their photo/video to be used IN SCHOOL (e.g. school displays, etc)

☐ I DO NOT give permission for my child(ren) to be photographed/videoed as per the above conditions and for their photo/video to be used IN SCHOOL (e.g. school displays, etc)

PHOTOGRAPHS AND VIDEOS - USE OUTSIDE OF SCHOOL

During the school year we photograph the children taking part in a wide range of activities. We may also record events and activities on video. These photographs/videos may be used in a variety of ways outside of the school, for example, on the school's website, Facebook page or, very occasionally, in the local press.

The protection of our children is of paramount importance. Regularly there are reasons to celebrate children's achievements in the local media and, in this instance, we would use their first name only.

Photographs and videos may continue to be used after your child leaves Harbertonford Primary school.

☐ I give permission for my child(ren) to be photographed/videoed as per the above conditions and for their photo/video to be used OUTSIDE OF THE SCHOOL (e.g. school newsletter, website, social media etc)

☐ I DO NOT give permission for my child(ren) to be photographed/videoed as per the above conditions and for their photo/video to be used OUTSIDE OF THE SCHOOL (e.g. school newsletter, website, social media etc)

ANNUAL CLASS PHOTOGRAPH.

Every year the Harbertonford Primary School invites tempest photography in to take group photos of each class. These photographs are then available to be purchased by ALL families. We do not and cannot control who purchases the photos and how they are used once purchased. We cannot set up a separate photo to include your child which will only be solely available to purchase by you.

☐

I give permission for my child(ren) to be included in the annual class photograph. I understand that the photographs are freely available to purchase by other families of the school

☐

I DO NOT give permission for my child(ren) to be included the class photograph. I understand that my child will not be in any of the class photos that we decide to buy.

The school do not ask for photo permissions annually. If, in future, you wish to make any changes to your photo permissions please send this in writing to the school office.

Please be aware - during the year we have various performances by the children and many parents/carers like to capture these performances. We always remind parents/carers about acceptable use; however, any photos or recordings taken at such events will not be in the control of the school. Please let us know at the time if this is a significant issue.

SCHOOL NEWSLETTER

Every Friday the school sends, via email, the weekly school newsletter. This is the best and easiest way for the school to share information with families.

☐

I GIVE permission to the school emailing the weekly newsletter to registered email addresses

☐

I DO NOT give permission to the school emailing the weekly newsletter to registered email addresses

Signature of parent/carers:

Name:

Date:

The collection of children at the end of the school day.

The end of the school day is a busy time and our aim is to ensure children are dismissed carefully under supervision, collected on time and arrive home safely.

To support the 'Safe Collection of Children Policy' we would like to take this opportunity to update our records with the names and contact details of the people that are authorised to collect your child. Anyone that has parental responsibility is already classed as an authorised person.

We would like to have the names of a maximum of 2 other people who you are happy to collect your child as part of your normal routine. An authorised person can be another family member, friend or neighbour.

In any circumstance we will only release children to adults with parental responsibility or the people that you nominate here. Therefore, if your normal collection routine changes and you want someone who is not listed here to collect your child please inform either the class teacher that morning or telephone the office. Otherwise we cannot release your child.

For your information this policy can be found on the website <http://harbertonford-primary.devon.sch.uk> under Our Academy>Policies>safe collection of children.

Please complete and return the form overleaf as soon as possible. Thank you for your support.

Yours Faithfully

A handwritten signature in cursive script, appearing to read 'A. Burns'.

Mrs Anne Burns

IMPORTANT. Please complete and return this form.

Child's Name:.....Class:.....

Please give names and contact details of 2 people (max) who you authorise to collect your child as part of your normal routine.

If you need someone who is not listed to collect your child you must contact the school.

Adult 1

Name:.....

Relationship to child:.....

Home tel No:.....

Mobile No:.....

Address:.....

.....

Adult 2

Name:.....

Relationship to child:.....

Home tel No:.....

Mobile No:.....

Address:.....

.....

Signature of Parent:.....

Print Name:.....

Date:.....

UNIFORM POLICY

The wearing of school uniform is actively encouraged, fostering an identity with and pride in the school. Children should be encouraged to be clean, smart and presentable at all times.

Jumpers, cardigans, fleece jackets and PE shirts are available from school. Children are encouraged to wear:

- Navy sweatshirt, cardigan or fleece. Bearing the school logo (Wyvern)
- Grey skirt, pinafore or trousers.
- White Polo Top.
- White socks or navy tights.
- Sensible and smart black shoes (not long boots)
- Summer dress with blue check.
- Sun hats should be worn in the Summer
- Sensible strapped sandals may be worn with white socks during the Summer, but should be sturdy and not “flip-flops”.

PE KIT

The school offers a PE kit that can be purchased.

Children will need the following PE kit (in a named bag) in school at all times:

- Trainers or plimsolls
- Red P.E t-shirt
- Navy shorts
- Socks

SCHOOL BAGS AND DRINKS BOTTLES

Book Bags and PE bags should be in school every day. We encourage pupils to bring a drink of water - please ensure it is child friendly and easily sealed to avoid leakage.

PLEASE ENSURE ALL ITEMS OF CLOTHING ARE CLEARLY MARKED WITH YOUR CHILD’S NAME - Lost property will be returned to the owner if clearly marked, otherwise items are stored in the lost property box.

JEWELLERY

No jewellery to be worn in school, with the exception of a wristwatch (preferably analogue but if digital then no cameras or video capabilities are allowed). If ears are pierced small plain studs only which should be covered or removed for PE.

School uniform price list and Order Form

Childs Name.....

Item	Price	Size Required	Number required	Total Price
School Jumpers- sizes-24 upwards & small adult	£10.00			
School cardigans sizes 24 upwards, except small adult	£12.00			
Zip fleece – sizes 5-6,7-8,9-10,11- 12,13-14	£16.00			
P.E. T-shirt – sizes 5-6, 7-8, 9- 10 & large	£4.50			
Book bag	£4.50			
Swim bag	£4.80			
Drink bottle	£2.00			
			Total to Pay	£

Cheque/cash enclosed.....

Please make cheques payable to Harbertonford PTFA.

If you cannot come into school, please pay by BACS

Bank name: Lloyds

Sort Code: 30-98-69

Account No: 02290177

A/c name: Harbertonford PTFA

Please quote 'your surname – Uniform' as a reference.

FREE SCHOOL MEALS

All children in reception, year 1 and year 2 at state schools in England automatically get free school meals. However, parents and guardians are encouraged to apply for free school meals when they enrol their child in school, as this can help their child's school to attract additional '**pupil premium**' funding to support learning.

From year 3 onwards, children whose parents are in receipt of the following are entitled to free school meals:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit.

Children who receive any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

How to apply

Please use the Devon Citizen Portal which is the quickest and easiest way to apply and will result in you getting an instant decision. Parents and carers can also ring the Education Helpline on 0345 155 1019.

https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Account/Login

We would encourage all families to register and apply to check eligibility. Should you require any assistance please contact the school office who will be happy to go through it with you.

Kind Regards,

Vicky Rawlings
Administrator

School Milk for under 5's

Free milk is available for all children aged under five in school, funded by the UK government.

In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier.

We will register your child for their free school milk on your behalf by providing Cool Milk with your child's name and date of birth.

Shortly before your child turns five, you will be offered the opportunity to pay a subsidised rate for your child to continue to receive milk.

All information handled by the Cool Milk group is processed in accordance with the Data Protection Act 1998. All personal information is securely stored on Cool Milk's UK servers, and is never passed on to third parties without your permission.

Please let us know if you would prefer us not to register your child for free school milk.