



## Havercroft Academy

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[www.havercroftacademy.org](http://www.havercroftacademy.org)

Associate Head: Hedd Williams  
Chair of LGB: Mike Ramsay

14<sup>th</sup> July 2015

Dear Parents/Carers

Your child will begin full time school on Wednesday 2<sup>nd</sup> September 2015 at 8.45am. As part of the Transition into Reception Class the following arrangements have been made:-

**Wednesday 2<sup>nd</sup> September 8.45 start time, staying for lunch – collection at 1.15pm**

**Thursday 3<sup>rd</sup> September 8.45 start time, staying for lunch – collection at 1.15pm**

**Friday 4<sup>th</sup> September 8.45 start time, staying for lunch – collection at 1.15pm**

Normal lunch arrangements will apply. Therefore whatever your preference e.g. meals or sandwiches will be eaten in the main dining hall.

Your child will receive a free school meal up to the end of your child being in year 2. Please notify us on the first day if your child will be taking up this offer.

If you wish to change from packed lunches to school meals or from meals to packed lunches inform us **by writing a letter to the office**. Your child will then be able to move meal preference on the following Monday.

**DINNERS** - If you are on Income Support, we will be able to claim for additional money for your child even though they will get a free meal. Please complete the form included with this letter and FSM's will notify us of your entitlement.

All children can bring water for lunch and during the day, but no other drinks are permitted. Water bottles are available at the school office for £1.00 if you wish to replace a bottle.

**NAME LABELS** - Please **ensure every item** of clothing is labelled, including t-shirts, jumpers, vests and P.E. kit. Your child will now need a white t-shirt and black shorts for P.E.

**MILK** – Milk is free to children who attend full time school for the first half term until the term before their 5<sup>th</sup> birthday.

**DOORS** – The children will use the doors at the back of school, through the green gate near the staff carpark for entry and hometime.

Yours sincerely

Mrs Karen Wakefield  
Headteacher