

# NURSERY LUNCH AND AFTERNOON SESSION REQUEST FORM

At Templemoor we can offer our Nursery children the opportunity to have a hot school meal. These are nutritious and well balanced, and freshly prepared on the premises. Lunch menus are available to download from our school website at templemoorinfants.co.uk.

Alternatively, a healthy packed lunch can still be provided from home.

The cost of packed lunch provision is £4 per session, with hot lunch provision costing £6.50 per session. Payments can be made via Scopy and your accounts will be set up in September.

Please complete the form below if you would like your child to stay for a lunchtime session from 11.30am to 12.20pm. Please note that lunches are booked on a half-term basis and cannot be changed mid-term.

Your child has been allocated 30 funded hours, we know some children will not attend all afternoons, we need to know which sessions your child will attend in order for us to arrange provision accordingly. Please use the table below to indicate which afternoon sessions you will be taking.

Best wishes

Stuart Hodgson  
Head teacher

## **LUNCH REQUEST FORM**

Date effective from: SEPTEMBER 2022

Child's Name: .....

***(Please note: lunches are booked on a half term basis and cannot be changed)***

	Monday	Tuesday	Wednesday	Thursday	Friday
Hot Lunch					
Packed Lunch					
Afternoon session					

I confirm that I have completed the electronic 'Special Dietary Needs' form. YES NO

Parent/Carer Signature: .....

Date:.....

# COOL MILK REGISTRATION



School milk is free for under-5s, and for over-5s it is available at a subsidised price of 22p per day.

Each child that registers with Cool Milk will receive a 189ml portion of semi-skimmed milk every day, delivered fresh and chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast and lunch to help children stay focused. For more information on how milk can benefit children visit [www.coolmilk.com/why-milk-is-great](http://www.coolmilk.com/why-milk-is-great).

## How to register

### **If your child is under five:**

- Register online at [www.coolmilk.com](http://www.coolmilk.com).
- You may register at any time during the school year for your child to start receiving milk. If you register by a Tuesday at 5pm, your child's free milk will start the following week.
- Free milk will continue until the Friday before your child's fifth birthday. You will receive a payment request four weeks before their birthday - if you wish your child to continue to receive school milk, simply make a payment.

### **If your child is five or older:**

- Register and pay online at [www.coolmilk.com](http://www.coolmilk.com).
- You can pay Cool Milk either online, over the phone or at a local PayPoint in half-termly, termly or annual instalments.
- You may register at any time during the school year for your child to start receiving milk. If you register by a Tuesday at 5pm, your child's free milk will start the following week.

If you have any questions regarding school milk please visit [www.coolmilk.com](http://www.coolmilk.com) or contact Cool Milk directly on 0844 854 2913. More information on milk is also available from the school.

# Templemoor Infant and Nursery School

## Acceptable Use Agreement for Parents/ Carers and Children



Dear Parent/ Carer,

As part of the curriculum at Templemoor Infant and Nursery School, your child will be accessing the internet. In order to support the school in educating your child about online safety, the school has an Online Safety Policy available to view on the school website under the tab 'Parents', 'Online Safety'.

### This acceptable use agreement is intended to ensure:

- that children will be responsible users and stay safe while using the internet and other communication technologies for educational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of children with regard to their online behaviour.

The school will try to ensure that children will have good access to digital technologies to enhance their learning and will, in return, expect pupils to agree to be responsible users. A copy of the pupil acceptable use agreement is on the reverse of this permission form.

Parents are requested to sign the agreement form below, and ask their child to sign the agreement on the reverse of this letter, to show their support of the school in this important aspect of the school's work.

### Parent/ Carer Agreement – PLEASE RETURN TO SCHOOL ENSURING THAT ALL FORMS HAVE BEEN COMPLETED

Parent/Carers Name	
Pupil Name	

As the parent/carer of the above child, I understand my child has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that children will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet.

I understand that my child's activity on the school systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Signed	
Date	



**Templemoor Infant  
and Nursery School**



**Early Years Foundation Stage (Nursey and Reception)**

**These are our rules for the acceptable use of digital equipment and the internet. These rules help us to enjoy using technology and they keep us safe.**

- I will tell my teacher or another adult if I see something on the screen that I do not understand or that upsets me.
- I will ask a teacher or another adult if I want to use the computers/ tablets.
- I will only use the programs or websites that my teacher or another adult has said I can use.
- I will take turns sensibly with the computer/ tablets and other equipment.
- I will take care of computers/ tablets and other equipment.
- I know that if I break the rules I might not be allowed to use a computer/ tablet.

Signed

(child):.....

Date:.....



# EARLY YEARS FREE ENTITLEMENT

## Early Years Free Entitlement

All 3 and 4 year old children in Trafford are able to claim 15 hours per week, or 570 hours per year of free early education. Working parents may be eligible for an additional 15 hours per week (known as 30 hours free childcare). This gives you a total of 1,140 hours per year. You qualify for these additional hours if:

- Both parents are working or one parent is working in lone parent families. On average, you must earn at least the equivalent of 16 hours per week on national minimum wage which is around £120 per week. This includes parents on zero hour contracts and who are self-employed.
- Both parents are employed but one or both of them are temporarily away from the workplace on maternity leave, paternity leave, adoption leave or on statutory sick pay.
- One parent is employed and one parent has substantial caring responsibilities based on specific benefits received
- One parent is employed and one parent is disabled or incapacitated based on specific benefits.

Please indicate how many hours you will be claiming:

15 hours per week because I do not meet the above criteria

**Or**

30 hours per week because I meet the above criteria

Child name \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_ Post code \_\_\_\_\_

You can claim your free hours across a maximum of 3 different providers. This could include a school nursery, private day nursery, preschool playgroup, childminder or out of school club.

## **Universal hours**

Please tell us where you want to claim your universal hours. This means the first 15 hours which every 3 and 4 year old child is entitled to.

	<b>Provider name</b>	<b>Hours Per Week</b>	<b>Days Per Week</b>	<b>Term Time Only (✓)</b>		<b>All Year Round (✓)</b>
1					Or	

If you claim less than 15 hours at this provider, please include any other universal hours below.

### Additional hours

If you meet the above criteria, please tell us where to claim your additional hours. If for any reason you stop being eligible, the funding for these additional hours may end.

	Provider name	Hours Per Week	Days Per Week	Term Time Only (✓)		All Year Round (✓)
2					Or	
3					Or	

### 30 Hours Free Childcare Eligibility

All 3 and 4 year old children are entitled to up to 15 funded hours per week from the term after their third birthday. Working parents may be eligible for 30 hours free childcare per week. Further information is available on the Trafford website:

[www.trafford.gov.uk/earlyeducation](http://www.trafford.gov.uk/earlyeducation)

To claim 30 hours free childcare from September 2022, you will need to establish your eligibility for 30 hours free childcare using the online Childcare Service:

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

If you are unable to access the internet you can contact the Customer Interaction Centre on 0300 123 4097. Eligible parents will receive an 11 digit code which starts with 5000. Please place your 11 digit code in the space below:

Eligibility code

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**Reminder!** - eligibility for 30 hours has to be reconfirmed every 3 months and you will receive notifications from HM Revenue & Customs reminding you to do this. It is important that you complete this reconfirmation or funding will stop and school will ask you to pay for the additional hours.

### Parent Declaration

I declare that all the information provided on this form is correct and I have named all the providers where I will claim free hours, including any providers I use which are located outside of Trafford. I understand it is a criminal offence to make a false claim for funding.

I understand the information on this form will be stored securely for the purposes of providing services and will not be shared with any other agencies without my permission, unless there are safeguarding concerns.

I understand that if I am eligible for 30 hours free childcare that my early years provider will check the validity of my eligibility code using an online system operated by Trafford Council. My provider will receive updates if my eligibility changes.

Parent / Carer name \_\_\_\_\_

Parent / Carer signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Carer date of birth \_\_\_\_\_



# EARLY YEARS PUPIL PREMIUM

## What is pupil premium funding?

Nurseries, schools, childminders and other childcare providers are able to claim extra funding through the Early Years Pupil Premium to support children's development, learning and care.

The Early Years Pupil Premium provides an extra 53 pence per hour for three and four year old children whose parents are in receipt of certain benefits or who were formerly in local authority care but who left care because they were adopted or were subject to a special guardianship or child arrangements order. This means an extra £302 a year for each child taking up the full 570 hours funded entitlement to early education. This additional money could make a significant difference to us.

We can use the extra funding in any way we choose to improve the quality of the early years education that we provide for your child. This could include, for example, additional training for our staff on early language, investing in partnership working with our colleagues in the area to further our expertise or supporting our staff in working on specialised areas such as speech and language.

It is well documented that high quality early education can influence how well a child does at both primary and secondary school so we do want to make the most of this additional funding. You may be aware if you have older children that a pupil premium has been available for school-age children and it has proved to have given a real boost to the children receiving the funding. We want to do the same for our early years children entitled to this funding.

Therefore we ask that ALL PARENTS/CARERS fill in the attached form. This will allow us to claim the additional Early Years Pupil Premium.

## Is my child eligible for pupil premium?

Your child might be eligible if you access:

- Income Support
- Income-based Jobseeker's Allowance or Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of 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
- Universal Credit, provided you have an annual net earned income not exceeding £7,400 (£616.67 per month)

## How do I register?

If you think you are entitled to Pupil Premium, please complete the registration form and return to the school office. If you're not sure or you think you may be entitled to this in the

future, we kindly request that you complete the registration form. This will enable us to be notified if you become eligible.

### **More information**

For more information about pupil premium, please go to our website which contains details of how the pupil premium has been spent in the past academic year and how it will be spent this year.

If you have any questions or specific concerns, please contact the school office.

Yours sincerely,

A handwritten signature in cursive script that reads "S Hodgson".

Mr Stuart Hodgson  
Headteacher

# EARLY YEARS PUPIL PREMIUM SCHOOL FUNDING REGISTRATION FORM

## ABOUT YOUR CHILD/CHILDREN

Surname	First Name	Date of Birth		

## PARENT/CARER DETAILS

	Parent/Carer (1)										Parent/Carer (2)									
Surname																				
First Name																				
Date of Birth	<i>(DD)</i>			<i>(MM)</i>			<i>(YYYY)</i>				<i>(DD)</i>		<i>(MM)</i>		<i>(YYYY)</i>					
NI Number																				
NASS Number																				
Daytime Phone Number																				
Mobile Number																				
Address (including postcode)																				

(Please turn over)

## FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an *X* in the appropriate box)

Yes  No

If you have ticked **YES** you do not need to complete the next section. Please go straight to the declaration at the end of the form.

If you have ticked **NO** please place an *X* in the box if you are in receipt of any of these benefits:

	Income Support
	Income-based Jobseekers Allowance
	Income-related Employment and Support Allowance
	Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
	The guarantee element of the State Pension Credit
	Child Tax Credit (with no working tax credit) with an annual income of no more than £16,190
	Working Tax Credit run-on
	Universal Credit

	Please place an <i>X</i> in this box if you are not sure if your family income is over £16,190 or if you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for free school meals.
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## DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signed \_\_\_\_\_ Date \_\_\_\_\_

PLEASE PRINT NAME \_\_\_\_\_

# Templemoor School Fund

Dear Parents and Carers,

Throughout the year at Templemoor all children enjoy activities and experiences which enhance learning and enjoyment at school.

Friends of Templemoor, which you are all members of, raises a great deal of money which contributes to many aspects of school life – for example a Story Telling Workshop, enhancing computing provision, etc.

School Fund pays for consumables such as plants, compost, cooking and baking ingredients and special art materials such as mosaic tiles, metal foil, etc.

We would like to offer all parents the opportunity to contribute to our School Fund by standing order directly from their bank account. If you would like to contribute in this way (with the first standing order payment from 1<sup>st</sup> November this year) please complete the following standing order form.

The greater the contribution, the richer the provision. Remember, Templemoor Infant and Nursery School Fund is your child's fund!

Thank you in anticipation.

Yours sincerely



Stuart Hodgson  
Headteacher

# Standing Order (Optional)

Your instruction to set up a **new standing order**.

Please write clearly in black ink in the spaces provided with capital letters or cross the boxes.

All sections must be completed. Please return the original form as photocopies cannot be accepted.

## 1 Pupil Details

Name of pupil

Class

## 2 Your Details

Your full name or name of business

Your contact telephone number

Bank Name and Address

Sort Code

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Account Number

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## 3 Details of your standing order

Payment Reference (completed by school)

2	0	1	4	2	0	1	5	-	A	N						
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Recipients Name

1<sup>st</sup> Payment Date

Recipient Sort Code

3	0	9	0	1	6
---	---	---	---	---	---

Amount

Payment amount in words

Recipient Account Number

1	7	9	7	1	3	6	0
---	---	---	---	---	---	---	---

How often to you want the payment made?

<input checked="" type="checkbox"/>	quarterly until further notice
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## 4 Your agreement with us

I/we authorise you to debit my/our account, in accordance with the details above.

This request is addresses to the bank which holds my/our account.

Your signature

Date