

General Information for New Pupils

SENDING MONEY INTO SCHOOL

Over the academic year there are many occasions when you are required make payments to school; for example, school dinners, voluntary contributions to School Fund, After School Clubs, day trips and food technology. We are working towards becoming a cashless school and therefore such payments should be made using our online system, Parentpay. Details of this facility will be sent under separate cover. In exceptional circumstances we will accept cash or cheques in an envelope (please ensure this clearly states your child's name and reason for payment). It must be handed into the school office in person for a receipt to be issued.

Please note: School cannot accept responsibility for monies sent in with children or in school bags.

CHARGING FOR SCHOOL ACTIVITIES

Please refer to the school charging policy, this is available on the school website.

DINNERS

The cost of school dinners is currently, this will be reviewed in September 2017:

- **£10.50 per week** (£2.10 per day) for **PRIMARY pupils**.
- **£11.50 per week** (£2.30 per day) for **SECONDARY & FE pupils**

Free school meals:

From September 2014 all pupils in reception, **year one or year two** in primary schools will be entitled to free school meals.

If your child is new to reception, year one or year two, and you receive certain benefits, you can register your eligibility with the council and the school will benefit from additional funding, called **pupil premium**.

For pupils in other year groups, to qualify you must be getting one of the following:

- Income Support
- Job Seekers Allowance (Income based)
- Support under part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Income related Employment Support Allowance
- Child Tax Credit (if you are not entitled to Working Tax Credit and your annual income is less than £16,190)
- Working Tax Credit during the four week period immediately after your employment finishes or after you start to work less than 16 hours per week.

Free school meals cannot be granted on a discretionary basis. You must also live in Lancashire.

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To apply, one option is to contact your Area Education Office by phone (telephone number 01254 220711) If you provide them with your name, date of birth and National Insurance number they can immediately check your entitlement via the DFE Electronic free school meals checking service.

Alternatively, you can complete an application form. These are available from your child's school or your local Area Education Office. The completed application form should be sent to your local Area Education Office.

The Government does not allow us to recognise any other benefit other than those mentioned above. This is a national policy; therefore, free school meals cannot be granted on a discretionary basis.

Sixteen plus: When a pupil reaches their sixteenth birthday, if they are in receipt of other benefits, they are eligible to claim for free school dinners in their own right – irrespective of parents' income - so please ring the above number if you have any queries.

School meals are prepared on the premises in our kitchen and our menu offers a varied and healthy diet with a vegetarian option each day. Dinner consists of a main course and a pudding, with water available on each table. Healthy-School snacks are put on the table for the children to eat whilst waiting for their dinner and items such as sweet peppers; celery, carrot and bread sticks are available. Your child is welcome to bring a packed lunch into school as an alternative to a school dinner and this is eaten in the dinner hall with the rest of the children.

TOR VIEW SCHOOL IS A HEALTHY SCHOOL

It is school policy not to allow 'unhealthy' snacks at break-time and to this end we would respectfully ask you not to send snacks like biscuits, crisps, etc. into school. FRESH FRUIT is offered to all our children at morning break and they have a choice of apple, satsuma, banana and pear. We endeavour to offer a healthy alternative to pupils who don't like fruit. Since introducing this scheme we have found it to be very successful and hopefully we are helping to set the pattern for a lifetime of healthy eating.

LUNCHTIME CLUBS

There will be a range of lunchtime clubs available to which all the pupils and students are encouraged to join.

SCHOOL FUND

We are grateful to parents who send voluntary contributions each week. This helps towards providing the daily fruit portions and additional activities during the day, as well as school events such as visiting theatre groups, etc.

School Fund – Primary & Secondary Department

This is a voluntary contribution of **£1.00** each week towards school fund. This helps us to provide drinks and healthy snacks. Please send money in clearly marked sealed envelopes - it would be helpful if this was sent in cash, but separate from dinner money.

School Fund – ISC

This is a voluntary contribution of **£3.00** each week. This helps fund refreshments both in and out of school and access to any leisure facilities where appropriate. Please send this in a clearly labelled envelope (for the attention of Gavin Lyons) – it would be helpful if this was sent in cash, but separate from dinner money.

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School Fund – FE Dept

A separate letter has been sent to all FE students regarding the Student Fund. Please send this in a clearly labelled envelope (for the attention of Judey Lindsey) – it would be helpful if this was kept separate from dinner money.

SCHOOL UNIFORM

It is the school policy for all pupils in the Primary & Secondary Department to wear school uniform. Jumpers with the school logo on can be purchased from the office (Child size £10.00 and adult £11.00) We do not place any restrictions on where parents choose to purchase uniform and would advise parents that uniform is currently on sale in local supermarkets at very affordable prices.

Girls' Uniform:

- white blouse or polo shirt
- navy or grey trousers or skirt
- navy jumper (school jumpers can be purchased from the School Office)
- sensible shoes – no trainers

Please note it is not appropriate for Secondary pupils to wear Gingham style dresses

Boys' Uniform:

- white school shirt or polo shirt
- grey trousers
- navy jumper (school jumpers can be purchased from the School Office)
- sensible shoes – no trainers

It is also important that pupils have a PE kit available in school. Pupils need to have a complete change of clothes for PE. All items of PE kit should be labelled and kept in a drawstring bag.

The compulsory PE kit for Primary:

- Plain light blue polo shirt
- Navy shorts
- Black pumps

The compulsory PE kit for Key Stage 3 and 4:

- Plain light blue polo shirt
- Navy shorts with the Tor View logo (available from school at a cost of £6.99 – up to age 13-14, £7.99 - small adult to XX large)
- Trainers – not to be worn as school shoes
- Tracksuit bottom and zip up jacket both with Tor View logo(available from school at a cost of £23.49 up to age 13-14, £26.90 - small adult to XX large).

Swimming kit is essential for pupils in KS1-3 and KS4/ FE pupils who swim with the school or who do hydro:

- costume/trunks
- towel
- swimming hat for pupils with long hair

School has a no jewellery policy for all P.E. sessions/swimming and this must be strictly adhered to. Please ensure that all of your child's belongings are clearly labelled so they can easily be returned.

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INCONTINENCE PADS

Parents of pupils or students requiring incontinence pads, or who are likely to require a change of clothing, should please ensure that these are provided as and when needed (class or form tutors can help you with arrangements for this).

MEDICATION / ILLNESS

If your son or daughter requires any medication on a regular or temporary basis, school should be informed in writing and given clear written instructions on how and when to give medication. **A form is available from school for this purpose.** Any pupil who, in the view of the Headteacher, is not well enough to attend school will be sent home. Pupils should only return to school when they are well enough and when there is no risk of infecting other pupils or staff.