



# Singlewell School

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Headteacher: Mrs Michelle Brown

Assistant Headteacher: Mrs Joanne Broad

Assistant Headteacher: Mrs Rebecca Catt

25 July 2024

Dear Parents/Carers,

## **September Reminders/Information**

With the celebrations of another successful academic year behind us, we now turn our attention to planning for the start of the next school year.

Please see below information and important reminders:

### **Caterlink & ParentPay (School Meals)**

If you haven't already done so, please complete your ParentPay registration. This is the online booking and payment system used by our new catering company, Caterlink. Please note that Caterlink operates a zero debt policy, so it is important to ensure your account is in credit if you wish for your child to receive a school meal. This policy does not apply to those entitled to free school meals or to children in Key Stage 1 (Reception, Year 1, and Year 2). Additionally, please remember that meals for children in Key Stage 2 (Years 3-6) are payable unless they are in receipt of means-tested Free School Meals.

Caterlink's meal price is £2.85 per meal. Please see attached to this letter, Caterlink's menus, Allergy Forms, and booking instructions.

### **Breakfast & Afterschool Club**

We are happy to confirm that the prices for our breakfast and afternoon sessions will remain unchanged in September. However, due to the popularity of our clubs, we encourage you to book your sessions as early as possible to avoid disappointment. To book and pay for club sessions, please visit the online portal at <http://www.scopay.com/singlewellpri>. The booking system is now open for September. Please also ensure that any outstanding payments for this academic year are cleared. For a reminder of our T&Cs and to access registration forms, please [click here](#).

## **Singlewell Clubs**

Singlewell Clubs will resume the week commencing 16th September. Details about the clubs will be sent out through our School App at the start of the term. Clubs will be held from Monday to Thursday, from 3:05 to 4:00 pm.

Starting in September, there will be a fee of £10 (5 x £2 per week) per child for a five-week club session. If you are experiencing financial difficulties but would like your child to attend, please contact the School Office for assistance.

## **School Uniform**

Please ensure that all of your child's school uniform is clearly named. This will help us return lost items more easily and prevent them from ending up in landfill. For a reminder of our school uniform details, [click here](#).

## **Reporting your Child Absent**

To report your child's absence due to sickness or a medical appointment, please use the form on the school app or contact the school office via email or phone. It is essential to inform us, as failure to do so will result in us calling you to determine your child's whereabouts.

Thank you for taking the time to read through these important reminders and updates for the upcoming school year. If you have any questions or need further assistance, please do not hesitate to contact the school office.

Enjoy your holidays, and we look forward to seeing you in the new school year.

Kind regards.

Miss Mason  
School Business Manager