



Executive Head Teacher: Andrew Smith B.Ed (Hons), M.Sc, NPQH

Head of School: Nichola Allerston BA (Hons) (QTS), NPQH

Market Rasen Church of England Primary School (VC)

Mill Road, Market Rasen, Lincolnshire, LN8 3BL

T: 01673 842395 F: 01673 843866 E: enquiries@marketrasen.lincs.sch.uk

www.marketrasen.lincs.sch.uk

Learning Together for Life

Monday 16th October 2017

Dear Parent/Carer

Admin Newsletter

Emergency Contact Form

Please complete the enclosed Emergency Contact Form to ensure we have the most up to date contact information in case of an emergency. **This form needs to be returned even if you have recently updated your details with the office.** Please include the email addresses of all parents that would like to receive copies of school letters.

Email Communication

After October half term we will be sending all letters home via wisepay e-mail communication service and a paper copy. After Christmas letters will only be sent out by email. This is to reduce costs to school in terms of paper, copying costs and staffing costs. If you do not have an email address please set one up, as paper copies of letters will not be printed after this date. If this causes you any issue please come and speak to us.

Meals

The menus for term two are now available on Wisepay to order up until Christmas. This includes our Christmas meal which will be on Monday 11th December. All orders need to be made via Wisepay. The office cannot accept paper orders or late orders. The last date for ordering is midnight on Monday 4th December. Please let the office know if you do not know your login details.

Swimming

Swimming finishes this term and will be replaced by an additional PE lesson. Please ensure PE kits are sent into school with your child on the correct day.

Safety Information

If you send your child into school with grapes, please make sure these are cut in half due to the risk of choking.

Child Absences

Please inform the school office if your child is unwell and not in school on the day of absence. We are required by law to obtain a reason so our records can be marked accordingly.

Many thanks for your assistance in these matters.

Yours sincerely

Mrs Hall
Administrator

Our Key Values: Caring, Honesty, Commitment to Achieve, Fairness, Co-operation, Respect



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