

July 2019

Dear Parent/Carer,

We are delighted you have chosen Wellington Eagles Primary Academy (WEPA) for the next step in your child's education.

We hope this letter gives you the information you require, but please keep an eye on the website - <https://www.wellingtoneagles.org.uk/Pages/Index.asp>, which is being updated regularly, and has further information that will be of help to you and your child.

Admissions information

An online admissions booklet will be available from early August, which can be completed in a number of ways. The forms can either be printed off in a word document, filled in manually and returned or alternatively, it can be filled in online and returned by email and a signature will be required on the welcome day.

Please note all families are required to complete the application for FSM as part of our admissions process. If this is not completed you will be requested to fill it in on the welcome day. This is to ensure the school is able to access all the funding available to help support the children and families.

Please ensure the medical form is filled in with as much information as possible and staff may contact you for further information if your child's needs require further clarification.

Lunches

You will be receiving an email login for Scopay which is an online payment system as we are a cashless school.

All KS1 (Reception, Year 1 and Year 2) receive Universal Infant Free School Meals (UIFSM) and therefore parents need to go on to Scopay to complete menu choices although no payment is required. We will announce on the website when booking on Scopay is open.

KS2 children who are eligible for FSM will be informed by the LA after their FSM form application is received and eligibility confirmed. You are then able to make their menu choices for your child and indicate on the booking form that no payment is required. Any KS2 children not wishing to have a school lunch may bring a packed lunch but please refer to our Healthy Eating Policy on the website and ensure packed lunches do not contain items that are not allowed.

Welly Extra

Please ensure you have completed the online expression of interest form as we are hoping to accommodate all requests for before and after school care and will not be able to guarantee a place for your child if this form is not completed.

If you have filled in this form you will receive a confirmation email that you are able to book and pay for your child's session on Scopay.

You will be required to sign the Terms and Conditions and hand this in on the welcome day.

Contacting us

We do have a limited number of staff working through the summer who will be able to pick up emails and respond to them in a few days. However, the admin team are taking annual leave between 12th and 26th August, so please be aware you may not receive a response during those dates.

Finally, we are looking forward to meeting you and your child on our welcome day, Wednesday 4th September. Please refer to the website for the timings for your child's class on this day.

Yours sincerely,



Claire Addis

Primary Cluster Head Teacher