

## School Reception/Office Procedures

As we are asking parents/carers not to call at the school office due to Covid 19 restrictions, please take note of the following:-

If you are sending money into school, please send it with your child to his /her class in an envelope clearly marked with your child's name, amount of money and what it is for e.g. dinner money, snack money, water bottle etc.

Any purchased items will be sent to class and any change will be sent home in an envelope with your child at the end of the school day.

Price list for items available from school:-

ITEM	COST
Baseball Cap	£2.50
Legionnaire Hat	£3.00
Water Bottle	£1.50
Reading Bag	£4.00
Lost / Damaged Book	£4.00
Bathing Cap	£1.00
PE Bag	£3.00
Reading / Spelling Record	0.50