



Court Lane Junior School  
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Wednesday 16th September 2020

Dear Parents and Carers,

### **Procedures for Medicine and School Meals**

We are writing to confirm and remind the Junior school community of the procedures for medicine in school and how to order school meals.

#### **Medication**

If you need medication to be administered to your child during the school day you can either come to the office to complete a medication form or you can provide a signed letter which must include the following information:

- Child's Name
- Child's Class
- Name of Medication
- Dosage to be given
- Time required to be given
- Any other necessary information e.g. medicine requires refrigeration
- You must confirm that you are happy for the medication to be administered by a member of staff who may not have first aid training
- If your child is bringing in the medication themselves, you must make sure they understand they must inform their teacher and it is to be given in at the school office

Inhalers should be kept in the classroom in order for them to be available for use if needed.

#### **Meals**

Meals at the Junior School must be ordered on line in advance via Scopay. The deadline for ordering is midnight the day before. All pupils have been provided with a SCOPAY registration letter. If you do not have one, please contact the School Office who will be able to assist. Children in Year 3 who had a SCOPAY account at the Infant School, must re-register for a Junior School account. Letters were sent out over the summer holidays. If you have a letter, please follow the instructions under the section 'I already have a Scopay account for another child', this will allow you to link your current Scopay account to the Junior School. If you did not receive a letter, please call the school office.

Please note at present for logistical reasons, we are unable to offer hot meals and a cold packed lunch option only is available. We are currently reviewing the hot meal provision with Caterlink and the logistics of getting these to and eating them in the classrooms. The current cost of meals has increased to £2.15.

Yours sincerely,

Mrs J Ramshaw  
Head Teacher