

Telford Junior School

Telford Avenue Leamington Spa Warwickshire CV32 7HP



HEAD TEACHER
RICHARD SIVITER BSC. (HONS)

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May 2025

Dear Parent/Carer,

We look forward to meeting you at our Information Evening on **Wednesday 2 July 2025, at 6.00pm.**

Please find enclosed our forms which need completing in order for your child to be registered with us in September. Please complete and return them to Telford Junior School's office, before Monday 23 June.

The [forms](#) are also available to print or view on our website (telfordjunior.co.uk/Key Information/Admissions). Please return them to admin@telfordjunior.co.uk

Admission Form

1. The **Admission Form** needs to be completed in full. Please ensure you complete section 7 Ethnicity/Language. For these purposes, ethnicity is not nationality. Please refer to the Ethnic Background Information Sheet and please select only one of the options listed on the sheet.

Consent Forms

1. **Consent Form for Child's Images, Child's Work & Medical Consent.** (The information sheet on this is for you to keep for future reference and does not need to be returned).
2. Online Safety Policy. Please return only the separated sheet '**Acceptable Use of the School's ICT Systems and Internet: Agreement for Pupils and Parents/Carers.** The policy itself is for you to keep for future reference and does not need to be returned.
3. **Home-School Agreement**
4. **Local Area School Visits Consent Form**

Medical Forms

The **medical forms** are not enclosed as they only need to be completed if your child requires prescribed medicine to be taken onsite during school hours. The [forms](#) are available on our website (Key Information/Policies). Both forms will need to be completed: 'Agreement for School Setting to Administer Medicine' and 'Record of Medicine Administered'.



School Meals

ABM Catering provides meals for our school. [School meal information](#) is on our website under the [School Life](#) section.

Payment for School Meals and Activities

We operate ParentPay for parents/carers to pay for meals and activities in school. Your new user ID and password can only be issued after your child is registered with us on their first day of school. This process will take a few days when your child joins us but they can order and receive school meals during the time your ParentPay account is being set up.

Free School Meals

The Universal Entitlement to Free School Meals for your child stops when they move into Year 3. This means that if your child is eligible to continue to receive free school meals, you need to apply. Please [apply for Free School Meals online](#) as soon as possible (<https://www.warwickshire.gov.uk/education-learning/apply-free-school-meals>).

If your child is not registered with this department by the beginning of the Autumn Term 2025, unfortunately they will not receive a free school meal when they join Telford Junior School in September.

If you think your child may be eligible for free school meals but you are intending to provide packed lunches, it would be very beneficial to the school if you could still apply. The school receives funding based on the number of registered children eligible for free meals and we rely on this funding in order to cover all the costs associated with running the school. Thank you for your assistance in this matter.

Please do not hesitate to contact the school office on 01926 424664 or admin@telfordjunior.co.uk if you have any queries.

Kind regards,

School Office

