

Hillside Road, Corfe Mullen,
Wimborne, BH21 3TR



01202 659179
office@henburyview.dorset.sch.uk

Henbury View First School

Every Child Matters, Every Moment Counts

Headteacher: Mrs S Wall

Interim Assistant Headteacher: Mr D Saunders

Admission Pack

Documentation included in this booklet:

- Privacy Notice
- Admission Form
- Rules for Responsible Internet Use
- Uniform Order Information
- Useful Information

Thank you for taking the time to complete this pack.
Please make sure that each are signed. A photocopy of your child's birth certificate is also a requirement and needs to be seen by the office staff.

Please return all the completed documentation by Tuesday 21st June
to the school office (during school hours) or by post to
Henbury View First School, Hillside Road, Corfe Mullen, Dorset BH21 3TR.



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Privacy Notice - Data Protection Act 1998

We at Henbury View First School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service.

Why do we collect and use pupil information?

We collect and use pupil information on the following grounds:

- Where you, the pupil (if aged 13 or over), or your parent or guardian (if under 13), have given consent to us
- Doing so for a specific purpose;
- Where it is necessary in order for the school or Hamwic Education Trust to comply with a legal obligation that
- it is subject to;
- Where it is necessary for the performance of a contract to which you are party;
- Where it is necessary to protect your vital interests or those of another person;
- Where it is necessary for the performance of a task carried out by the school or Hamwic Education Trust in
- The public interest; and
- Where it is necessary for archiving purposes.

Special categories of data include those relating to:

- Racial or ethnic origin;
- Religious or philosophical beliefs;
- Health.

Special categories of data can only be processed if the Trust also meets one of the following conditions:

- The individual has given explicit consent to the processing of it;
- The data is manifestly made public by the individual.

The processing is necessary:

- For carrying out and exercising the Trust's or the individual's rights for employment purposes or social security and social protection purposes as authorised by law;
- To protect the vital interests of an individual who is physically or legally incapable of giving consent;
- For the establishment, exercise or defence of legal claims;
- For reasons of substantial public interest, on a legal basis that is proportionate to the aim pursued and
- provides for suitable and specific measures to safeguard the individual's rights;

- For medical reasons including for medical diagnosis and provision of treatment;
- For reasons of public interest in the area of public health.

We use the pupil data:

- To support pupil learning;
- To monitor and report on pupil progress;
- To assess pupils;
- To provide appropriate pastoral care;
- To review pupil outcomes across the Trust;
- To carry out safeguarding activities;
- To provide services and assess the quality of our services; and
- To comply with the law regarding data sharing.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address);
- Characteristics (such as ethnicity, nationality, country of birth and language, including English as an additional language information);
- Eligibility information (such as for free school meals and pupil premium);
- Assessment information (such as results of examinations and mock examinations);
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Medical information;
- Special Educational Needs information;
- Exclusions/behavioural information.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for the period of time set out in the Hamwic Education Trust's record retention schedule (details of which are available upon request); this may involve data being held until a pupil has reached the age of 25. We do not store data outside of the UK.

Who do we share pupil information with?

We routinely share pupil information with:

- Our Academy Trust Company, Hamwic Education Trust;
- Other schools within Hamwic Education Trust;
- Schools that the pupil attends after leaving us;
- The relevant local authority;
- The Department for Education (DfE);
- Health and wellbeing professionals that provide pupil services for our school (such as speech and language therapists and educational psychologists);
- We may also share data with third party suppliers who process data on our behalf, such as publishers of school handbooks, official photographs and web designers or IT providers.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupil's data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth Support Services

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013. To find out more about the pupil information we share with the DfE, for the purpose of data collection, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-userguide-and-supporting-information>.

The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis;
- Producing statistics; and
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure that the confidentiality of our data is maintained and there are stringent controls in place regarding access to and use of the data. Decisions on whether the DfE releases data to third parties are subject to a strict approval process and are based on a detailed assessment of:

- Who is requesting the data;
- The purpose for which it is required;
- The level and sensitivity of data requested; and
- The arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the DfE's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

For information about which organisations the DfE has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>. To contact the DfE: <https://www.gov.uk/contact-dfe>.

Who may provide us with data about you

We receive information about pupils from a number of external sources, e.g. previous schools, local authorities, social services and the police. We will explain to you when we receive information from any of these sources.

Requesting access to your personal data

Under data protection legislation, parents and pupils have certain rights to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's progress and attainment record, contact the school's Data Compliance Officer, or the Data Protection Officer of Hamwic Education Trust.

Please note that parents/guardians do not have an automatic right to see all information about their child and certain rights may only be exercised by a pupil or with their permission.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the data protection regulation.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, obtain a copy of your personal data or exercise any of your rights, please contact Mrs Elms.



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Admission Form 2022

DETAILS OF CHILD

Surname*:	
Forename(s):	Chosen Name:
Gender:	Date of Birth:
Address:	
Postcode:	
Home Telephone Number:	Mobile Number:
Names of siblings:	Ages:

DETAILS OF PARENTS/CARERS WITH WHOM THE CHILD LIVES WITH

Name of person(s) with whom the child lives with	Mobile Number	Relationship to child	Parental Responsibility** Y/N	Member of the Armed Forces Y/N

DETAILS OF OTHERS WITH PARENTAL RESPONSIBILITY

Names of others with parental responsibility	Relationship to child	Address	Telephone Number	Court Order

ADDITIONAL EMERGENCY CONTACTS (please detail 2 who can be contacted in an emergency situation)

Name	Address	Daytime Telephone Number	Relationship to child

- Children should be registered by the surname detailed on their birth certificate unless their name has been legally changed with the consent of all those with parental responsibility.
- Under the Children's Act 1989, the people with legal authority for the child are:
 - Married/separated/divorced parents – both parents have parental responsibility even if they do not live with the child.
 - Unmarried parents – only the mother has parental responsibility unless the father is on the birth certificate, has obtained it by agreement or via a court order.
 - Other people – only have parental responsibility through court orders.

MEDICAL DETAILS

MEDICAL DETAILS		
Doctor's Name	Medical Practice Name and Address	Telephone Number

CHILD'S HEALTH

	Yes or No Please circle	If Yes please give details
Has your child any medical condition of suffered any serious illness since birth?	Yes / No	
Does your child take any long term medication?	Yes / No	
Has your child ever experienced any difficulties with: Hearing? Speech? Sight?	Yes / No Yes / No Yes / No	
Does your child need to wear glasses?	Yes / No	If so do they need to wear them all the time or for only particular activities?
Are there any points relating to your child's health, development or behaviour which would be helpful for the school to know?	Yes / No	
Is your child asthmatic?	Yes / No	Does your child require an inhaler in school Y / N
Does your child have any allergies?	Yes / No	
Does your child have any special dietary requirements?	Yes / No	
Does your child have any additional needs that you would like to share with us?	Yes / No	

ADDITIONAL HELP AND SUPPORT

Did your child receive any additional help in pre-school/playgroup/nursery?	Yes or No	Name and Telephone Number of Professionals
Has your child ever attended the Child Development Centre?		
Has your child received specialist support from:		
a) Health Visitor	Yes / No	
b) Community Paediatrician	Yes / No	
c) Speech Therapist	Yes / No	
d) Occupational Therapist	Yes / No	
e) Physiotherapist	Yes / No	
f) Other Support Professionals e.g. Portage, EP	Yes / No	
g) Child and Family Guidance Service	Yes / No	

DETAILS OF PREVIOUS SCHOOL/NURSERY/PRE-SCHOOL

Name of School/Nursery/Pre-School	Address and Telephone number	Dates Attended From/To
		Part-time or Full-time?

ETHNIC MONITORING

The following information is requested annually from schools by the Department for Education to contribute to local and national statistics.

Ethnic Origin of Child (Please Tick one)		
White British <input type="checkbox"/> Irish <input type="checkbox"/> Traveller (Irish Heritage) <input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> White European <input type="checkbox"/> White Other <input type="checkbox"/> Chinese <input type="checkbox"/>	Asian or Asian British Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Nepali <input type="checkbox"/> Other Asian <input type="checkbox"/> Black or Black British African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any Other Black Background <input type="checkbox"/>	Mixed/Dual Ethnicity White/Black Caribbean <input type="checkbox"/> White/Black African <input type="checkbox"/> White/Asian <input type="checkbox"/> Any Other Mixed Background <input type="checkbox"/> Any Other Ethnic Group <input type="checkbox"/> I do not wish an ethnic background category to be recorded <input type="checkbox"/>
Child's Nationality:	Child's Religion:	Child's First Language:
		Child's Home Language:

TRAVEL ARRANGEMENTS

Please indicate the means of transport by which your child travels to school. You only need to tick one form of transport please tick the one used most frequently.

Walk:	Cycle:	Car/Van:	Car Share:	Bus:	Taxi:	Train:	Other:
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PUPIL PREMIUM

Please indicate below if you are currently in registered for Pupil Premium. If so you will need to inform your local authority that your child is now attending Henbury View First School.

To be eligible you must be in receipt of **one** of the following benefits:

- Income Support
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual taxable income that does not exceed £16,190
- Income-Based Job Seekers' Allowance
- Employment Support Allowance (Income Related)
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- If a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are also entitled to free school meals.

If you think you may be entitled the process of application can be completed online <https://www.dorsetforyou.com/free-school-meals>

Currently registered for Pupil Premium	Yes / No
Not registered but possibly entitled	Yes / No

SERVICE PUPIL PREMIUM

Is either parent currently serving in the armed forces?	Yes / No
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PUPIL DIGITAL PHOTOGRAPHS PERMISSION

Each class have the use of digital cameras within the classrooms to record the children working in different areas of the curriculum. The photographs may be used in brochure and classroom displays and occasionally we like to put photos on our website. Names of children will never be attached to the photographs or appear on the website.

The Daily Echo Photographer also visits the school in the first term of the children starting with us in Foundation. This photograph will then be published in the First Class Photo supplement of the Evening Echo.

I give permission for my child's photograph being used for brochure, classroom displays, newsletters and on the school website	Yes / No
I give permission for my child's photograph to be shared in a communication blog sent via the Teams platform, this can only be viewed by parent/carers with the class	Yes / No
I give permission for my child appearing in the First Class supplement of the Echo	Yes / No
I give permission for images of my child and medical information to be displayed and shared with staff, volunteers, governors and other professionals as deemed appropriate by the Headteacher.	Yes / No

RESPONSIBLE INTERNET USE

The school manages social media usage with caution. You will find a copy of our Rules for Responsible Internet Use within your admission pack. Please take time to read through these.

I have read and agree the terms set out with regards to safe use of the internet within school	Signed:
	Print Name: Date:

IF POSSIBLE, THIS FORM SHOULD BE SIGNED BY SOMEONE WITH PARENTAL RESPONSIBILITY

The Information I have entered on this form is correct to the best of knowledge and belief. If any of the information contained in this form changes, please ensure you notify the school office as soon as possible.

Signed	Name (Printed)	Date

OFFICE USE ONLY

Birth Certificate Seen	Signed:	Date:
Data entered onto system	Signed:	Date:



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I will only use the Internet under the supervision of a teacher or other member of staff. If I see something that makes me feel unsafe I will use the Hector dolphin swimming in the corner of my device to close the page. A teacher will come straight away to help me.

I will not access any website unless permission has been given by the teacher.

I will not access other people's files

I will use the computers only for school based learning.

I will not use any programmes from home on the school computers

I will only email people whom my teacher has approved of;

All messages I send on the Email will be polite and sensible

I will not give my surname, home address or phone number to anyone over the internet or in emails

I understand that the school may check my computer files and may monitor the internet sites I visit

I will take part in Internet Safety training every year to make sure I stay safe on line

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School Uniform Supplier Information

Our school uniform shop can be accessed by following the link below:

<https://www.wainwrightscreenprint.co.uk/henbury-view-first-school-133-c.asp>

Here you will find a range of uniform with the Henbury school logo. We recommend that you purchase either the School Jumper or Cardigan, a PE T-shirt in the appropriate colour team (Your child's team colour can be found on the front page of this admissions pack), a book bag and a PE bag. All other items within the school shop e.g Baseball cap and school coat are optional extras if you wish to purchase these items. Please ensure that all uniform is clearly labelled with your child's name.

All other items of school uniform (detailed on the following page) can be purchased in local supermarkets or in high street stores.



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Uniform

Boys School Uniform

Grey Trousers or Grey Shorts

White Polo Shirt or Shirt **

Henbury View School Jumper (available to order online through the school shop)

Grey Socks

Black Shoes

Girls School Uniform

Grey Skirt or shorts/Pinafore Dress/Grey Trousers or Purple/Lilac checked Summer Dress

White Polo Shirt or shirt **

Henbury View School Jumper or Cardigan (available to order online through the school shop) or

White Socks or Grey Tights

Black Shoes

A small discreet bow/hair accessory may be worn.

PE Kit

Team Coloured T-Shirt (available to order through the School)

Black PE Shorts

Tracksuit

Trainers

Other items required for school

Book Bag (available to order online through the school shop)

PE Bag (available to order online through the school shop)

Water Bottle for classroom

**Governors are consulting with parents whether to change the color of our school polo shirts to purple - consultation closes on the 17th June and we will inform you of the outcome.

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Breakfast and After School Club

Breakfast Club available from 8am currently costing £3.00 for the first child and £2.50 for a sibling to include a breakfast with a choice of cereals, toast and drink.

School starts at 8.50am (gates open at 8.40am)

Mid morning break time 10.25am

Lunchtime 12pm-1pm

Mid afternoon break

School finishes at 3.20pm

There are a variety of after school clubs on offer including, gymnastics, tennis and multiskills. As soon as we have any further information for our September provision we will let you know.

There are a range of after school providers who collect from the school at 3.20pm.

Additional Information

Please find included an example hot school dinner menu. Chartwells currently provide our hot meal service. Further information will follow on how to order these meals ready for September.

You will also find the Dorset school term dates for the academic year 2022/23 attached, we have set the following teacher training dates where the children will not be in school: September 1st and 2nd 2022, October 10th 2022, February 20th 2023 and June 5th 2023.





Henbury View First School

Home School Agreement

By your child attending Henbury View First School, you are agreeing to the schools values and ethos below.

At Henbury View we believe that the best interests of all children must be a top priority in all actions that concern them. In order to ensure that all children at Henbury reach their potential and enjoy and achieve

Our Home School Agreement describes ways in which the school can work in partnership with parents and children. We believe that an effective home-school partnership is essential for the successful education of children. By working together, we can ensure that each child becomes happy, confident and secure and will grow up to be a valuable member of the community.

The Parents/Carers

It is my/our responsibility to:

- See that my child attends school daily by 8.50am, with everything needed to be ready for learning. (Staff will open the gates at 8.40 am)
- Support the school in promoting a healthy lifestyle e.g. healthy eating, including eating breakfast and walking or cycling to school where possible
- Let the school know about any concerns or problems that might affect my child's work or behaviour by leaving a message with staff on the gate asking for the class teacher to contact you.
- Support the school's policies and guidelines for behaviour and anti-bullying (Policies can be found on the school's website)
- Support the school's child protection procedures, in particular the use of photographic images and the Internet e.g. Facebook, twitter
- Support the school's policies as detailed on school website.
- Support my child's homework and other opportunities for home learning and ensure that it is returned by the designated day in each class.
- Support the school in maintaining high standards of appearance by wearing school uniform
- Avoid taking holidays in school time
- Attend parents' evening and discussions about my child's progress
- Contact the school if my child is absent by 9am in the morning.
- Inform school of any concerns in line with procedures highlighted on the website rather than using social media to discuss concerns. Please read the section on 'Issues of conduct with the use of Social Media'.

The School

It is our responsibility to:

- Care for your child's safety and happiness
- Provide a balanced curriculum and meet your child's individual needs
- Be open and welcoming at all times and offer opportunities for parents to become involved in school life, please refer to weekly school alerts.
- Contact parents if there is a problem with attendance, punctuality or equipment
- Let parents know about any concerns or problems that affect their child's work or behaviour
- Send home an Annual Report to Parents in July.
- Set, mark and monitor work, as detailed in Marking and Feedback Policy.
- Arrange Parents' Evenings during which progress will be discussed
- Keep parents informed about school activities through regular letters home, weekly alerts, website, newsletters and notices about special events

The Child

It is my responsibility to:

- Respect the rights of others, by following our classroom agreed charters
- Act as a positive role model to others, respect others and be proud of yourself – we are all different and should be valued.
- Attend school regularly and on time
- Bring everything I need every day, including PE bag and book bag
- Wear the school uniform and be tidy in appearance
- Do all my class work and homework as well as I can
- To look after everything in and around our school and community, reduce, reuse and recycle when we can

A summary of the Special Needs and Inclusion Policy can also be found on the school's website.

Issues of conduct with the use of Social Media

Most people take part in online activities and social media. It's fun, interesting and keeps us connected. There are various online school groups managed by parents for parents, such as school Facebook pages and WhatsApp groups, and they can be a wonderful source of knowledge, support and advice. We encourage you to in and positively participate if you wish.

Within these spaces however we ask that you use common sense when discussing school life online.

Think before you post.

We ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school staff, parents or pupils. We take very seriously inappropriate use of social media by a parent to publicly humiliate or criticise another parent, pupil or member of staff. If parents have any concerns about their child in relation to the school as we have said above they should:

1. Initially contact the class teacher
2. If the concern remains they should contact the head teacher
3. If still unresolved, the school governors through the complaint's procedure

They should not use social media as a medium to air any concerns or grievances.

Online activity which we consider inappropriate:

- Identifying or posting images/videos of pupils
- Abusive or personal comments about staff, pupils or other parents
- Bringing the school in disrepute
- Posting defamatory or libellous comments
- Emails circulated or sent directly with abusive or personal comments about staff or pupils
- Using social media to publicly challenge school policies or discuss issues about individual children
- Threatening behaviour, such as verbally intimidating staff, or using bad language
- Breaching school security procedures

At our school we take our safeguarding responsibilities seriously and will deal with any reported incidents appropriately inline with the actions outlined above, as well as our school Safeguarding and Child Protection Policy.

Signed:

Parent..... Child.....

School:

Dorset school term dates: academic year 2022 to 2023

Finalised programme of school term and holiday dates for county and controlled schools for the academic year 2022 to 2023

Autumn term 2022

SEPTEMBER 2022					OCTOBER 2022					NOVEMBER 2022					DECEMBER 2022							
Mon	5	12	19	26	Mon	3	10	17	24	*31	Mon	7	14	21	28	Mon	5	12	19	26		
Tue	6	13	20	27	Tue	4	11	18	25		Tue	1	8	15	22	29	Tue	6	13	20	27	
Wed	7	14	21	28	Wed	5	12	19	26		Wed	2	9	16	23	30	Wed	7	14	21	28	
Thur	*1	8	15	22	29	Thur	6	13	20	27	Thur	3	10	17	24		Thur	1	8	15	22	29
Fri	2	9	16	23	30	Fri	7	14	#21	28	Fri	4	11	18	25		Fri	2	9	#16	23	30
Sat	3	10	17	24		Sat	1	8	15	22	29	Sat	5	12	19	26	Sat	3	10	17	24	31
Sun	4	11	18	25		Sun	2	9	16	23	30	Sun	6	13	20	27	Sun	4	11	18	25	

Spring term 2023

JANUARY 2023						FEBRUARY 2023						MARCH 2023						APRIL 2023					
Mon	2	9	16	23	30	Mon	6	13	*20	27	Mon	6	13	20	27	Mon	3	10	*17	24			
Tue	*3	10	17	24	31	Tue	7	14	21	28	Tue	7	14	21	28	Tue	4	11	18	25			
Wed	4	11	18	25		Wed	1	8	15	22	Wed	1	8	15	22	29	Wed	5	12	19	26		
Thur	5	12	19	26		Thur	2	9	16	23	Thur	2	9	16	23	30	Thur	6	13	20	27		
Fri	6	13	20	27		Fri	3	#10	17	24	Fri	3	10	17	24	#31	Fri	7	14	21	28		
Sat	7	14	21	28		Sat	4	11	18	25	Sat	4	11	18	25		Sat	1	8	15	22	29	
Sun	1	8	15	22	29	Sun	5	12	19	26	Sun	5	12	19	26		Sun	2	9	16	23	30	

Summer term 2023

MAY 2023						JUNE 2023						JULY 2023						AUGUST 2023					
Mon	1	8	15	22	29	Mon	*5	12	19	26	Mon	3	10	17	24	31	Mon		7	14	21	28	
Tue	2	9	16	23	30	Tue		6	13	20	27	Tue	4	11	18	25	Tue	1	8	15	22	29	
Wed	3	10	17	24	31	Wed		7	14	21	28	Wed	5	12	19	26	Wed	2	9	16	23	30	
Thur	4	11	18	25		Thur	1	8	15	22	29	Thur	6	13	20	27	Thur	3	10	17	24	31	
Fri	5	12	19	#26		Fri	2	9	16	23	30	Fri	7	14	#21	28	Fri	4	11	18	25		
Sat	6	13	20	27		Sat	3	10	17	24		Sat	1	8	15	22	29	Sat	5	12	19	26	
Sun	7	14	21	28		Sun	4	11	18	25		Sun	2	9	16	23	30	Sun	6	13	20	27	

Bank and public holidays 2022 to 2023

Christmas Day Holiday	Mon 26th December 2022	Easter Monday	Mon 10th April 2023
Boxing Day Holiday	Tues 27th December 2022	May Day Holiday	Mon 1st May 2023
New Years Day Holiday	Mon 2nd January 2023	Spring Bank Holiday	Mon 29th May 2023
Good Friday	Fri 7th April 2023	Summer Bank Holiday	Mon 28th August 2023

* First Day After Break

Last Day Before Break

School Holidays

Bank Holidays

The pattern of school terms and holidays will vary slightly from school to school since 5 of the 195 days are to be used for staff development. It is therefore advisable to contact schools direct for confirmation of their term dates.



Creative kitchen • 4 Balena close • Creekmoor Industrial Estate • Poole • Dorset • BH17 7DB • T: 01202 691038

Hot Meal Service @ Henbury View First School
September 2022

Dear Parent/Guardian

We are delighted to be providing hot school meals for the pupils at Henbury View First School and welcome your children to explore our exciting menu which has been specifically designed to cater for young children.

Attached to this letter is a copy of the Menu which will run until October half term and *Chartwells Online Ordering Guidelines* leaflet. School meal orders can be placed via the Dorset Meal Selector website: [Dorset Meal Selector | Home](#)

If you do not have access to the internet, please contact Chartwells directly on 01202 691038 who will place your child's meal orders on your behalf.

The online guide describes the process on how to register and place your hot meal orders for Wednesday 7th September and beyond (**please note that you will need to place your order by midnight on Sunday 21st August 2022**). You will be able to access the online system from w/c 25th July to place meal orders for the new term.

Children in Reception, Year 1 and 2 are automatically entitled to receive Universal Infant Free School Meals (UIFSM). On average the saving of switching to school meals is approximately £400 per year.

We recommend that you book meals for the whole term to ensure meals have been ordered without having to remember to book them on a weekly basis. Please be aware that there are 3 options daily and the menu runs in a 3-week cycle, should your child prefer a different meal after trying what is booked for them, you can easily alter this on our website as long as it is in line with our cut off points.

If you have any questions or require any assistance, please contact us on **01202 691038** or BPAdmin@compass-group.co.uk

Thank you



How To Register & Order Meals on Meal Selector



General Ordering Queries

Email - BPdadmin@compass-group.co.uk

Tel: 01202 691038

(Office hours: 8:30am – 3:00pm, Monday – Friday)

Ordering by Internet Technical Support

Email - support@mealselector.co.uk

Tel: 0115 9245517 Option 2

(Office hours Office hours: 9:00 am and 5pm, Monday to Friday only)

To order meals for your child/children you must register on our website, dorset.mealselector.co.uk. You only have to register once; thereafter please use your log in details that are set up during the registration process. You can place your order online at any time up until cut off time of midnight on Sunday – 7 days before the full week in which the meal is to be served.

Website Example - Click on "register" to start the process



Example of Registration Screen

Complete the required information to register

If your child/children are in Reception, Year 1 and Year 2 you will need to tick the Free School Meal box as they are entitled to Universal Free School Meals (UFSM).

Children in Year 3 and above may also be entitled to receive Free School Meals (FSM) if parents are in receipt of financial support. For more information please visit the www.dorsetforyou.com/free-school-meals or phone 01305 221000 (Dorset Schools) 01202 456222 (Bournemouth Schools) or 01202 634250 (Poole Schools).

Please Note:

If your child/children are in Year 3 and above and you have applied for Free School Meals through the council, we only receive notification via your council's school once the approval has been received. When you register an account via the Dorset Meal Selector website we will need to verify your entitlement before you can order meals.

Meal Selector

Ordering Meals

Example of Registered Child Screen
To order meals for your child/children, click on the "Select Meals" button. To edit child/children details, click on the "Edit Details" button.

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of FREEBORN
Mylo

YOUR REGISTERED DETAILS

REGISTERED CHILDREN

YOUR MEAL ACCOUNT

Meal Selector

Contact Us

Example Meal Selection Screen
You can download our termly menu by clicking on the menu tab and choosing the menu that is shown for your child's school. You can choose either a Main Course, Vegetarian or Alternative Option each day. Don't worry if you make a mistake, all you need to do is click on the date again and the choice will be removed. As before, you don't have to order meals for the whole week – you can choose individual meals. The following page will explain the different methods of ordering meals.

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Meal Selector

Ordering Meals

Example Meal Selection Screen
There are 3 methods of ordering meals, by each day, week, or month. To order a meal for a particular day, simply click on the relevant date on the calendar, and then choose the meal option you would like, using the pop-up menu. Alternatively, use the arrows to the left of the calendar to select meals for the week (available days only). To select meals for the whole month, you can click "Select meals for entire month" just above the calendar.

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Meal Selector

Ordering Meals - Payment

The calendar will display an icon with what has been ordered on a particular day. It will also display a padlock if you can no longer adjust your choice or another icon to signify a different event such as a School holiday. Click on the "pay now" button if you need to pay for meals. Unless your child is entitled to the Universal Infant Free School Meal, the "pay now" screen will display the information relating to meals that have been ordered. Click the "pay now" button to continue through to the payment screen.

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Meal Selector

Ordering Meals - Payment

Choose your payment method and enter your card details to complete the payment for the meals you have selected. As a security feature, we do not store your card details on the system, you will therefore need to re-enter them the next time you order meals.

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Meal Selector

FAQs

What is the deadline for ordering meals?

The deadline for ordering meals is midnight on Sunday, one full week (7 days) prior to the complete week before the meal is served. This deadline is dictated to Charwell's by both their suppliers and by the supply chain to ensure delivery to our Dorset Schools.

How do I order my choice of meals?

The choice of meal is made at point of ordering. You can choose either a Standard Meal, Vegetarian Meal or Alternative Choice each day. Please try to select meal options with your child they tend to enjoy the challenge of choosing their own meal!

Do Charwell's supply a packed lunch when my child is on a school trip?

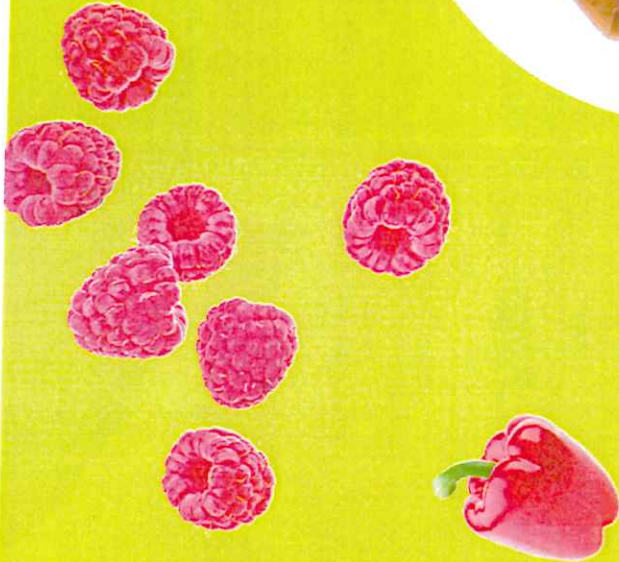
If you wish to order your child a packed lunch for a school trip, please contact our local office. Details are contained in the "Contact Us" section of the website. Some Schools will automatically request a transfer of any booked hot meals to Away Day Packed Lunches, please check with your school if you are unsure if your booking has been transferred.

What should I do if I need to cancel a meal after the online cut off point?

In the event that you may need to cancel a meal after the online cut off i.e. due to sickness, you can do so by telephone on 01202 691 038. Due to the meals already having gone through our production process, we will require a minimum of 72 hours' (not including weekends) notice in order to cancel any meals and offer a credit for those meals. Please see our terms and conditions on the website for further information or alternatively you can contact us at BPDAdmin@compass-group.co.uk

How far in advance can I order meals?

You can order meals as far in advance as you would like. For example you can order on a week by week basis, monthly basis or for a whole term in one go. The online system will also allow you to book meals for the following term however as our menus change twice a year you will not be able to see the meal options for the following term until the new menu has been approved and loaded online.



THREE WEEK MENU

SPRING/SUMMER 2022

OUR NEW MENU
CHOSEN BY
PARENTS AND
CHILDREN

YOUR
FAVOURITES
AVAILABLE
EVERY DAY



**WEEK 1
MENU**

W/C: 25/04, 16/05, 06/06, 27/06, 18/07, 29/08, 19/09, 10/10



chartwells
So much more than fantastic food

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

A delicious cheese & tomato
homemade sauce served with
fusilli pasta

Favourite pork sausages with
mashed potato

Roast Potatoes and Gravy
Succulent roast beef with fluffy
roasties and tasty gravy

Chicken in a mild Mexican sauce
served with wholegrain rice

Crispy fish fingers and
scrummy diced potatoes with
ketchup

A delicious homemade Vegetable
Bolognese served with fusilli
pasta

Quorn sausages with mashed potato

Creamy vegetable pie with a cheesy shortcrust topper with fluffy roasties and tasty gravy

Macaroni pasta coated in a cheesy sauce served with salad

Plain omelette served with
scrummy diced potatoes and
ketchup

Salad 

Jam Sponge & Custard

Lemon Muffin

Apple & Mango Sponge 🍏

Yoghurt

Iced Carrot Cake 🍏

Hot Main Dish
Vegetarian Dish
Alternative Dish
Vegetables
Desserts

www.dorset.mealselector.co.uk or

BP.Dadnmin@compass-group.co.uk

www.dorset.mealselector.co.uk

requirements, please contact

group.co.uk

✓ Vegetarian

 Oily fish

 **Wholegrain**

 Fruity!

Nutritionist's Choice

WHOLEMEAL BREAD, YOGHURT &
FRESH FRUIT

FRESH FRUIT

WEEK 2 MENU

W/C: 02/05, 23/05, 13/06, 04/07, 05/09, 26/09, 17/10

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MONDAY


TUESDAY

WEDNESDAY

THURSDAY


FRIDAY

Hot Main Dish

Cheese and Tomato Pizza 
Cheesy tomato topped pizza slice served with salad


Pork Sausage with Mini Diced Potatoes
Favourite pork sausages with mini diced potatoes

Roast Turkey with Mashed Potato and Gravy
Succulent roast turkey with mashed potato and tasty gravy


Beef Chilli Con Carne 
Beef in a mild chilli con carne sauce served with wholegrain rice

Fish Fillet and Mash
Crispy fish fillet served with fluffy mash and ketchup


Vegetarian Dish

Veggie Lasagne 
Delicious sheets of pasta layered with veggies and tomato sauce



Veggie Hotdog with Mini Diced Potatoes 
Vegetarian sausage in a hotdog soft roll served with mini diced potatoes


BBQ Beans with Mashed Potato 
Mixed beans in a rich sauce served with mashed potato



Mild Chickpea and Potato Curry 
Served with wholegrain rice


Quorn Dippers and Mash 
Crispy Quorn nuggets served with fluffy mash and ketchup



Alternative Dish

Jacket Potato with Cheese 


Jacket Potato with Tuna 

Tomato Pasta Pot (chilled) with Salad 


Jacket Potato With Tuna 

Jacket Potato With Baked Beans 


Vegetables

Sweetcorn



Garden Peas

Mixed Vegetables



Sweetcorn



Garden Peas

Desserts

Sticky Pineapple Sponge with Custard 


Gingerbread Cookie

Banana Marble Cake 


Iced Carrot Cake 


Chocolate Dipped Shortbread

Place meal orders at

www.dorset.mealselector.co.uk or
contact us at
BPDadmin@compass-group.co.uk
or 01202 691038

For Allergen information please
check the website:

www.dorset.mealselector.co.uk

For Medical Dietary

requirements, please contact

BPDadmin@compass-group.co.uk

group.co.uk

Available Every Day

WHOLEMEAL BREAD, YOGHURT &
FRESH FRUIT



Vegetarian



Oily fish



Wholegrain



Fruity!



Nutritionist's Choice

Internal

SPRING/SUMMER 2022


WEEK 3 MENU

W/C: 09/05, 30/05, 20/06, 11/07, 12/09, 03/10, 24/10

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MONDAY

Beef Bolognaise with Pasta
A rich beef bolognaise served with fusilli pasta

Creamy Vegetable Pasta 
Scummy creamy vegetable sauce served with fusilli pasta


Jacket Potato 
With Salmon Mayonnaise 


Baby Carrots

Apple & Mango Sponge served with Custard 

TUESDAY

Beef Burger in a Roll with Sliced Potatoes
A firm favourite - beef burger in a bun served with sliced potatoes

Quorn Burger in a Roll with Sliced Potatoes 
Quorn burger in a roll served with sliced potatoes


Jacket Potato 
With Tuna

Garden Peas

Chocolate Mandarin Cake 

WEDNESDAY

Roast Gammon with Roast Potatoes and Gravy
Succulent roast gammon with fluffy roasties and tasty gravy


Broccoli and Cauliflower Cheese Pie & Roast Potatoes 
A delicious broccoli and cheese pie served with fluffy roasties

Tomato Pasta Pot (chilled) with Salad 

Mixed Vegetables

Blueberry Cookie

THURSDAY

Tuna and Broccoli Ragu with Rice 
A rice tuna and broccoli ragu served with wholegrain rice

Savoury Vegetable Mince with Rice 
A rich savoury vegetable mince served with wholegrain rice


Jacket Potato 
With Baked Beans

Sweetcorn

Yoghurt

FRIDAY

Golden Fish Fingers with Chips
Crispy fish fingers and served with chips and ketchup

Cheese and Tomato Quiche with Chips 
Scrummy cheese and tomato quiche served with chips

Jacket Potato 
With Cheese

Garden Peas

Banana and Apple Muffin 

SPRING/SUMMER 2022

Place meal orders at

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contact us at

BPdadmin@compass-group.co.uk

or 01202 691038

For Allergen information please

check the website:

www.dorset.mealselector.co.uk

For Medical Dietary

requirements, please contact

BPdadmin@compass-group.co.uk

Internal

Available Every Day

WHOLEMEAL BREAD, YOGHURT & FRESH FRUIT

 Vegetarian  Oily fish  Wholegrain  Fruity!  Nutritionist's Choice