

Formby High School

'Determined to Achieve'



DMA/LFO

17 July 2020

Dear Year 6 Parent

Further to my letter dated 19 June, I am writing to provide some updates relating to our ongoing transition programme and the start of the new academic year in September.

Headteacher:
Mr D A Mackenzie
BA (Hons) NPOH

Freshfield Road
Formby
Liverpool
L37 3HW

01704 873100

enquiries@
formbyhighschool.com

www.
formbyhighschool.com

@FormbyHigh

- Over the past fortnight, the transition team has completed **Virtual Induction Meetings** with all primary schools and have thoroughly enjoyed the opportunity to meet the students and answer their questions about Formby High School.
- All students should now have received their [Transition Workbook](#) and be busily working through the projects. A copy of the workbook can also be found on our website [here](#).
- We emailed the [Parent Handbook](#) to you last week and hopefully this has helped to answer many questions you may have about your child's start at secondary school.
- The [Virtual Induction Tour](#) is now available on the school website which is designed to help familiarise your child with the school prior to starting in September.
- The **New Parent Podcast** will be made available to all parents on Monday 20 July (via email with a link to our web page) and will provide further details and practical information about the school, pastoral care and the curriculum.
- Please find attached an important letter from Mrs Blanchard, Deputy Headteacher, requesting information regarding food allergies and intolerances your child may have. **Please only return this form if your child has allergies or intolerances that we need to be aware of** – if this is the case, please email the completed form to transition@formbyhighschool.com.
- **Uniform** – please remember that our approved uniform suppliers, [Whittakers Schoolwear](#) and [Monkhouse Schoolwear Specialists](#) are supporting parents by appointment only to comply with current Covid-19 guidance. Full details of our uniform requirements can be found on our [website](#).
- **Equipment** – the required [equipment list](#) can be found on our website to assist with your back to school purchases for September. Please note that students will need to bring their own equipment to school daily and will not be able to share with peers.
- **Summer School** – the [booking system](#) for Summer School will close on Sunday 19 July; there are a few places remaining but these are going fast!



You may be aware that the Government has recently published its guidance for schools to prepare for full reopening in September. The school is currently carefully working through this guidance and finalising plans for full reopening in September and I will write to you further to provide detailed information in the coming weeks.

In the meantime, please find below some important information regarding the start of term arrangements for Year 7.

Wednesday 2 September

Year Group	Arrival Time	Arrival Gate	Report To	Departure Time	Departure Gate
Year 7	10:15am	Freshfield Rd	Front Field	12:45pm	Freshfield Rd

Thursday 3 September

Year Group	Arrival Time	Arrival Gate	Report To	Departure Time	Departure Gate
Year 7	10:00am	Freshfield Rd	Tutor Rooms	12:45pm	Freshfield Rd

Friday 4 September

Beginning Friday 4 September, all year groups will resume a normal timetable according to the timings of the school day below.

Times of the School Day

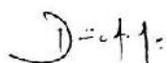
Year 7 students will arrive for their tutor period at 8:55 am daily. They should use the main gate on the Freshfield Road entrance only to enter and exit the school campus. We encourage students to walk or cycle to school if possible (if they choose to cycle, the bike sheds will be open on arrival but students must bring a lock to secure their bike). Morning break will be at 11.10am and we would encourage your child to bring a healthy snack. Year 7 will eat lunch at 12:25pm and will be able to purchase school lunch or bring a packed lunch. The school day for Year 7 will end at 3pm. Please note that these are temporary times of the school day and lunch arrangements which are being implemented as part of our Covid-19 action plan.

8:55am – 9:05am	Tutor Period
9:05am – 10:05am	Period 1
10:05am – 10:10am	Lesson changeover
10:10am – 11:10am	Period 2
11:10am – 11:20am	Morning break
11:20am – 12:20pm	Period 3
12:20pm – 12:25pm	Lesson changeover
12:25pm – 1:55pm	Period 4 / lunch
1:55pm – 2:00pm	Lesson changeover
2:00pm – 3:00pm	Period 5

I will write to you again with more detail about arrangements for opening in September and how we intend to keep students safe whilst on site. In the meantime, please continue to keep up to date via our [transition webpage](#), our Twitter feed (@Formby High) and your emails as we will continue to provide email updates as necessary. In particular, watch out for the New Parent Podcast which should be landing in your inbox on Monday!

Everyone here at FHS is really looking forward to welcoming our new Year 7 students in September and to meeting you as soon as it is safe and possible to do so.

With very best wishes



D A Mackenzie
Headteacher

Formby High School

'Determined to Achieve'



Headteacher:
Mr D A Mackenzie
BA (Hons) NPQH

Freshfield Road
Formby
Liverpool
L37 3HW

01704 873100

enquiries@
formbyhighschool.com

www.
formbyhighschool.com

@FormbyHigh

KBL/JMA

17 July 2020

Dear Parent

Re: School Meals – Food Allergy, Intolerances and Special Diets Procedure

Helping your children to make the right choice at lunchtime and understand the importance of healthy eating is at the forefront of our service.

We know that children directly benefit from good, wholesome and interesting food during the school day. We start with fresh ingredients, sourced from the right suppliers, which are seasonal and British wherever possible. We introduce modern food styles but retain traditional cooking methods.

The focus of our menu development is on quality and variety; they are designed to be attractive and appetising and to appeal to different age groups. It is critical to understand that eating habits change as we grow and that the needs of girls and boys are different.

Using only the freshest ingredients dishes will be cooked from scratch. Pupils will be able to choose from a range of filled breads, freshly prepared salads, a selection of street food dishes, varied main meals from around the world, desserts, and homemade cakes and tray bakes

I would like to take this opportunity to update you on our food allergy, intolerances and special diet procedure. As a food provider, our in-house caterers have had many years' experience in catering for schools and from information obtained from parents, clients and professional experts they have in place food allergy, intolerances and special diet procedures to manage your child's requirements.

If your child has been medically diagnosed with a food allergy or intolerance, please complete the enclosed food allergy, intolerances and special diets reporting form to assist us to cater for your child's needs. This form needs to be returned prior to your child's commencement at the school.

Please could you return the form by September to the email address transition@formbyhighschool.com, as this will allow our catering team to evaluate and clarify this information where necessary, enabling us to make any specific arrangements or adjustments to ensure the most appropriate provision of meals for your child.





Please ensure that you also inform us whenever there is a change to your child's medical condition which may affect their food requirement, or if there is an update from the doctor regarding their food allergy or intolerance.

The details of the allergy or intolerance can be supported by either a doctor's letter or a letter from a dietician regarding the required diet. A medical letter will ensure that our staff can identify specific allergens in ingredients so that an appropriate diet can be provided.

One example to highlight the need for a medical letter is if, for example, your child has an egg allergy. The allergy reporting form will highlight an allergy to egg and a medical letter will be required. On examination of the medical letter it may be evident that the allergy is to raw egg, whilst cooked egg contained within products are fine to consume. This information will be essential to ensure that we provide a diet suitable for your child's allergy or intolerance whilst also preventing their diet from being restricted further.

We hope that you can assist in the prompt identification of your child should they suffer from a food allergy, intolerance or special diet, providing all necessary information required which will enable the safe provision of meals. If you require any further information about food allergen, intolerance or special diet procedures, please do not hesitate to contact us.

Yours sincerely

A handwritten signature in black ink that reads "KAS Blanchard".

Mrs K Blanchard
Deputy Headteacher (Pastoral Care and Welfare)



FOOD INFORMATION RECORD	
This form is designed to collect information about our students who have a food allergy, intolerance or special dietary requirement.	
STUDENT DETAILS	
Student Name:	Year Group:
SPECIAL REQUIREMENT / DIETARY INFORMATION	
Please provide details of the child's food allergy, intolerances or special dietary requirements.	
Has this food allergy been medically diagnosed?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please return a copy of the medical diagnosis with this form (this can be a doctor's or a dietician's diagnosis letter). <i>Note: Without this document we may not be able to feed the child/young person.</i>	
PERSON COMPLETING THIS FORM	
Parent / Guardian Name:	
Parent / Guardian Signature:	
Date:	
Relationship with Child:	
<p><i>Note: While we can make arrangements to provide foods in which allergens are not included as an ingredient, we cannot guarantee that traces of nominated food allergens, can remain completely absent from dishes as these foods may be handled and stored in the same areas as nominated allergens.</i></p> <p><i>Date Protection: The catering company adheres to the data protection principles when processing information in relation to food allergens, intolerances and special dietary requirements. All information is held confidentially, and we take the appropriate technical and organisational measures required to ensure that only those who need access to the information, to ensure a meal can be provided in the safest way possible, actually have access. We will provide you with a copy of any information held about you or your child in accordance with the Data Protection Act upon request. Information will only be used to determine if it is possible for a suitable meal to be provided and, once a determination has been made, to provide a meal. The information shall not be used for any other purpose.</i></p> <p>To be completed by School Catering Manager.</p>	
UNIT INFORMATION	
Region:	
Unit / Contract name:	
Contract Manager's Name:	
Contract Manager's Telephone Number:	