



NEW!!!
KS2 TUCK
SHOP!!!

OPENS MONDAY 11th JANUARY 2010

DON'T MISS OUT! PICK UP A FORM TODAY!

<u>Price List:</u>	Toast	20p
	Teacake ($\frac{1}{2}$)	25p
	Crumpet	25p
	Fruit (3segments)	25p
	Whole Fruit	30p
	Vegetable Sticks	25p
	Apple Juice	30p
	Orange Juice	30p
	Semi-skimmed Milk	20p

Please read the order form carefully and return each Friday.

NO CREDIT GIVEN

KS2 TUCK SHOP ORDER FORM



N.B. Money for Tuck Shop MUST be paid by Friday for the following week. Under **NO circumstances will credit be given.**

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	Crumpet	25p
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	Whole Fruit	30p
	Vegetable Sticks	25p
	Apple or Orange Juice	30p
	Semi-skimmed Milk	20p

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PLEASE COMPLETE & RETURN (ON FRIDAY) WITH MONEY IN A SEALED ENVELOPE LABELLED WITH YOUR CHILD'S NAME, CLASS TEACHER & TUCK SHOP MONEY

Pupil's Name: _____ Class Teacher: _____

For Tuck Shop week beginning: Monday

Amount enclosed: £ _____

I would like to pre-order what my child has each day: YES/NO

	Item	Item	Cost
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Week's Total			

I would like my child to choose his/her own snack daily: YES/NO

Please note that the prices for certain items are different and parents should explain to their child what the money is to pay for. If more money is spent than parents intend, no credit will be given to supplement the rest of the week. Money not spent will be returned on a weekly basis.

KS2 TUCK SHOP ARRANGEMENTS - WHO DOES WHAT?

Parents

1. Download a form from the school website/learning platform or get child to pick up from school kitchen.
2. Complete form with the child, ensuring son/daughter understands the arrangements.
3. Send form and money to school in an envelope clearly marked with Name, Class and Tuck Shop by the Friday before snacks are required.

Kitchen Staff

1. Collate all forms on Friday.
2. For children whose parents have pre-chosen their snack, transfer the information directly onto the daily chart.
3. For children who will be choosing their snack daily, highlight the child's name on the daily chart.
4. Tuck daily chart into the dinner register and it will be returned completed with the dinner register.
5. Prepare a tray for each class which will be collected at 10.25am.

Class Teacher/Teaching Assistant

1. Collate all forms on Friday and send to kitchen with dinner register.
2. Each day, check Tuck Shop List inside dinner register. Pupils whose parents have pre-ordered their child's snack will need to do nothing. Pupils with their name highlighted on the chart will need to tick the chart in the preferred box.
3. Tuck daily chart into the dinner register and send to the office.
4. Select a child to collect your prepared class tray at 10.25am.
5. Please reiterate to children that snacks have to be paid for in advance and that no credit will be given so they **MUST** keep to the budget agreed with their parents.

