



Ms Sue Lovecy, Head of School

Dear Parent/Guardian,

During the school year students will be taking part in several practical technology lessons.

It is important that they are organised and follow the health, safety and hygiene rules so the lesson runs smoothly. Food technology students will need to bring in a suitable container to transport the produce home. Containers need to be clearly labelled with the name and group as food will be stored correctly until the end of the day.

To make it easier for parents/guardians and students, some of the food ingredients and the fabrics, threads etc for textiles will be provided by the technology department for a small annual charge. This will enable the students to use a wide range of ingredients/materials without you having to shop, pack and send ingredients/materials into school.

Payment for this will need to be made as soon as possible to allow the school to purchase ingredients/materials in bulk, as this will keep the annual charge low.

I would be grateful if you could complete and return the reply slip with the payment of £15.00 in a clearly labelled envelope and hand it to Mrs P Lynch the technology technician, a receipt will be issued and payment recorded.

It is important that your child participates in all practical lessons.

If you have any queries please do not hesitate to contact me or write a note in your child's planner. Students who are in receipt of free school meals should contact Mr Wilkinson with regard to this letter.

Yours sincerely

**Mr John Holmes**  
**HOD Design Technology & Computing**

**ST MARTINS SCHOOL**

Moors Bank

St Martins

SY10 7BD

01691 776500

reception@stmartins3-16.org



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**Reply slip to: Mrs P Lynch/Food technician**

**Please send money in a sealed envelope marked "Technology Money" and with your child's name recorded clearly.**

**I give my child permission to take part in practical lessons in school. ....**

**My child has intolerance and is allergic to the following food ingredients: .....**

.....

**My child cannot eat the following food due to our religion/culture/beliefs: .....**

Student's name: ..... Form group: .....

Signed..... Date: .....

(Parent/guardian)

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