



# Headlands Community Primary School

Oak Tree Lane, Haxby, York. YO32 2YH

Telephone/Fax: 01904762356

Email: [headlands.primary@york.gov.uk](mailto:headlands.primary@york.gov.uk)

Website: [headlandsprimary.org.uk](http://headlandsprimary.org.uk)

Thursday 18<sup>th</sup> July 2024

## Communication with school

Dear Parents/ Carers,

To ensure a smooth liaison between home and school, please read the following carefully.

### Communication with school

All communication with the school in the first instance must be via email:

[headlands.primary@york.gov.uk](mailto:headlands.primary@york.gov.uk)

- *Absence* – it is very important to inform the school by 8.30 am every day of your child's absence, using [headlands.primary@york.gov.uk](mailto:headlands.primary@york.gov.uk) or leave a message on 01904/762356. Please write/leave the child's name, class and **reason for absence**.
- *For changes in pick-up arrangements*, please email the office in advance, for emergency/last minute changes ring the office.
- *If you wish to speak* to a class teacher or the office staff, please email or ring the office.
- *For collection during the school day* - We would ask that appointments for the doctor and dentist are made out of school hours and please provide a copy of the appointment's arrangements when possible (letter, text message). To inform the school send an email or complete a 'Collection during the school day' form.
- *Leave of absence requests* must be made using 'Leave of Absence Request Form.'

**Please note:** *From September 2024, schools are not able to grant a leave of absence unless there are exceptional circumstances. The need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.*

**School forms** can be found on the website in Parents/School Forms section or collected from the school office. Please follow the link

<https://headlandsprimary.ovw5.juniperwebsites.co.uk/page/?title=School+Forms&pid=40>

### Communication from school

School uses Teachers to Parents platform for sending text messages and Juniper website for sending emails out. If you use Teachers to Parents App, text messages will appear as app notifications. *Please turn on notifications if you wish to see them immediately.*

Please also check your email **junk/spam folder** and ensure that you have added [noreply@headlands.juniperwebsites.co.uk](mailto:noreply@headlands.juniperwebsites.co.uk) to your safe sender's list.

## Medical needs

It is important the school has up-to-date medical information about your child. This applies to all medication including inhalers and antihistamine prescriptions. We will accept prescribed medication only from an adult.

School staff will administer prescribed medicine only that must be taken more than 4 times per day (for example antibiotic, laxative, cream). When medicine requires to be taken less than four times per day, please arrange it at home.

For all medicine to be held on site, we will require a completed 'Agreement to administer medicine' (Form 3) along with any medication in the original packaging showing the prescription label. Form 3 can be found on the school website under Parents/School Forms.

If your child has an existing Medical Health Care Plan held within school, and there are significant changes in your child's condition or medical requirements, please inform us.

For more information, please refer to our 'Administration of Medicine Policy' on school website.

## Special dietary needs

If you wish to discuss the menu with the kitchen staff, please inform us via email or leave a message, and the staff will arrange a meeting for you.

Year 1 to Year 6 parents – if there is a change in your child's dietary needs, please let us know before Tuesday 3<sup>rd</sup> September.

## Updating contact details

If you have changed your mobile number, or email address or have moved house, notify the School Office and we will update your details. Please send an email or complete an 'Update contact details' form which can be found on the website. All changes must be made in writing; we are unable to accept any changes over the phone.

## Sports and Music clubs

Out of school clubs will start from the second week, commencing 9<sup>th</sup> September 2024. The relevant letter/leaflet will be sent to the parents via email and a copy posted on the school website in the Parents / Letters home section.

Please contact the provider to book a place or if you have any questions about the club.

If you have any questions, please email [headlands.primary@york.gov.uk](mailto:headlands.primary@york.gov.uk).

Please note the office can't be contacted via phone before Tuesday 3<sup>rd</sup> September.

**Please retain this letter for future reference.**

Kind regards

The School Office Team

