



Headlands Community Primary School

Oak Tree Lane, Haxby, York. YO32 2YH

Telephone/Fax: 01904762356

Email: headlands.primary@york.gov.uk

Website: headlandsprimary.org.uk

August 2025

Dear Parents and Carers,

Welcome to the new school year! To help ensure smooth communication between home and school, please take a moment to read the following important information.

Contacting the School

For all communication, please use our main email address:

✉ headlands.primary@york.gov.uk

You can also leave a message on our phone line:

☎ **01904 762356**

Here's how to get in touch for specific matters:

- **Absences:**
it is very important to inform the school by **8:30 am** each day your child is absent. Please include your child's name, class, and reason for absence.
- **For changes in pick-up arrangements:**
Email the office in advance. For last-minute or emergency changes, please call school office and leave a message.
- **Speaking to Staff:**
To speak with a class teacher or office staff, email or call the office.
- **Appointments During School Hours:**
We ask that medical appointments be scheduled outside school hours when possible. If your child needs to be collected during the day, please email us or complete a '**Collection During the School Day**' form. Bring a copy of the appointment confirmation (e.g. letter or text) if available.
- **Leave of Absence Requests:**
Please use the '**Leave of Absence Request Form**' available on our website or from the school office.
Schools are not able to grant permission for holidays to be undertaken in school term time.
Only 'exceptional circumstances' will be considered.
- **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

We use two platforms to keep in touch:

- **Text Messages:** Sent via **Teachers to Parents**. If you use the app, messages will appear as notifications—please enable them.
- **Emails:** Sent via our **Juniper website**. Add noreply@headlands.juniperwebsites.co.uk to your safe sender list and check your spam/junk folder regularly.

Medical Information

Please ensure we have up-to-date medical details for your child, including any prescribed medication (e.g. inhalers, antihistamines).

- We can only accept **prescribed medication** from an adult.
- Staff will administer medication **only if it must be taken more than 4 times a day**.
- For any medication kept at school, complete **Form 3: Agreement to Administer Medicine** and bring the medicine in its original packaging with the prescription label.

If your child has a **Medical Health Care Plan** and there are changes, please let us know.

More details, please refer to **Administration of Medicine Policy** on the school website.

Special Dietary Needs

If you need to discuss the school menu with kitchen staff, please email us or leave a message. We'll arrange a meeting for you.

For children in **Years 1–6**, please inform us of any dietary changes **by Tuesday 2nd September**.

Updating Contact Details

If your phone number, email, or address has changed, please let us know in writing. You can email us or complete the '**Update Contact Details**' form on our website.

We cannot accept changes over the phone.

Sports and Music Clubs

Clubs will begin second week in September.

You'll receive details via email, and they'll also be posted on the website under Parents / Letters Home.

Please contact the club provider directly to book or ask questions.

If you have any questions, please email us at headlands.primary@york.gov.uk.

📞 Please note: The school office will reopen for phone calls on **Tuesday, 2nd September**.

Kind regards
The School Office Team

