



Headlands Community Primary School

Oak Tree Lane, Haxby, York. YO32 2YH

Telephone/Fax: 01904762356

Email: headlands.primary@york.gov.uk

Website: headlandsprimary.org.uk

September 2023

Communication with school

Dear Parents/ Carers,

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

Communication

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

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 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 changes ring the office.
- If you wish to speak to a class teacher or the office staff, please email or ring the office.
- We would ask that appointments for the doctor and dentist are made out of school hours. Please provide a copy of the appointment's arrangements when is possible (letter, text message).
- All holiday requests (full days and half days) must be made using the following form [Application for Leave of Absence During Term Time .docx](#)

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. There will be a member of staff in The scooter area on Tuesday and Wednesday morning to hand over prescribed medication and associated forms. We will only accept medication from an adult.

School staff may administer prescribed medicines. For more information, please read our 'Administration of Medicine Policy' <https://headlands-primary-school.secure-primariesite.net/policies/>.

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 <https://www.headlandsprimary.org.uk/school-forms/>.

Children in Years 3 to 6 will be responsible for their own inhalers. They will be encouraged to carry them where appropriate to enable self-administration when needed. Please ensure your child brings their inhaler into school each day. If you have a concern regarding these arrangements, please discuss this with the office team.

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.

Special dietary needs

Any new children with special dietary needs received a Mellors Allergens Parent Pack in July. Please fill it in and return it back to the school office after 5th September. 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 5th 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 11th September 2022. The relevant letter/leaflet will be sent to the parents via email and a copy posted on the school website in the Parents / Letters Section <https://www.headlandsprimary.org.uk/letters-5/>. 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.

Please note the office can't be contacted via phone before Tuesday 5th September.

Kind regards

The School Office Team