

Office Observer

Keeping you informed

Dates of interest

- Van Cols individual photo day - 9th October
- Parent Consultation evenings 22, 23 & 24th October - information nearer the time.
- Half Term 29 October - 2 November
- Reception/Nursery school tour dates for admissions in September 2019 - now available via the school office

We make a conscious effort to try and save money and paper by communicating with our parents via email. This is a more efficient and speedy way of advising our parents of key information in a timely fashion. This not only saves paper but also avoids delays in pupils sometimes not taking letters home straight away or losing them. We send this information directly to you so that you can make decisions and take any necessary action quickly.

We understand that there are times when we need to send out paper communication, especially if reply slips are required, therefore we will continue to do this. We know not all parents have access to a printer; please be aware you can pop into the office for copies of any letters sent out. Please note text messages are only sent out to the main parent/carer listed on your child's application form. Emails are sent to both.

**** Please keep us up to date with any changes to your mobile number or email address so you do not miss vital communications from us. Thank you ****

SCHOOL PAYMENTS

- * Do you have the School Gateway app on your phone ?
 - * It costs us nothing to send you a text via the app, which will in turn enable us to have extra funds to spend on enrichment activities for your children.
- Please pop into the office or call us if you would like more information on how to do this.

CAN YOU HELP ?

We would welcome any donations of girls socks, tights or knickers from age 6 -12 years.

If you have any unwanted girls or boys trainers please drop them into the office.

Any unwanted P.E. tops, shorts and track-suits bottoms for our spare PE kits in class would be welcomed.

Thank you in advance for any donations made, we really appreciate your support

IMPORTANT NOTICE

- ◆ Please remember if your child is absent from school for any reason the school office must be notified by 9.15am on the day by phone 01923 256210, by text to 01923 750175 or email to absence@highwood.herts.sch.uk
- ◆ Please do not just state that they are 'unwell', please advise us of their symptoms for our records
- ◆ For any booked medical appointments, please can we ask that these be kept to a minimum and where possible arrange them outside of the school day. Proof should be provided to the office either by popping into the office for us to note the appointment in the diary or emailing absence@highwood.herts.sch.uk
- ◆ It is imperative that, if your child is absent first thing in the morning and requires a school lunch, you advise the school office of your child's lunch choice because catering numbers need to be given to the kitchen staff by 9.30am

Please note payments for School Meals, Breakfast Club and Tea Time Club **MUST** be paid in advance.

Remember: school trips are subsidised, however if we do not receive sufficient contributions our school trips may not be able to go ahead.

We ask all parents to ensure they have completed our **MED1** form should their child need any medication during the day.

Medicines must be handed in to the School Office. The only medications permitted in class are Ventolin pumps or auto-injectors. All prescribed medication and items such as throat lozenges, creams/lotions or eye drops must be kept in the medical room and administered when required under the supervision of a member of staff.

Unfortunately we cannot continue to provide Calpol or Nurofen if children are unwell. We would suggest that if your child feels slightly unwell before attending school, and you feel that they may need medication during the school day, you bring it to the office where you can complete our MED1 form as authority for us to give it to them later in the day if required. Please note that if antibiotics have been prescribed on a 'three times a day' basis, these doses can normally be administered at home - in the morning before school, at home time and then at bedtime.

Now that we're coming into the colder weather, please remind your children to wash their hands regularly and to cough or sneeze into the crease of their elbow to help stop the spread of germs.

Just to clarify, if your child has actually vomited or had diarrhoea, they should not attend school for 48 hours from their last episode. If they are sent home from school for those reasons, they should not return to school the next day so we can try to avoid spread of any infection.

It is great to hear that so many children do not want to be absent from school and really care about their attendance and education. With that said, we also need to ensure their wellbeing and can not have pupils in school if they are really unwell and certainly not if they have a high temperature.

Please can we remind parents that it is vitally important that if you are going away and someone else is looking after your children that the school is notified. We must have a contact number for that person should we need to contact them in an emergency.

We would request that were possible, parents make their pick up arrangements before the start of the school day as we have seen an increase in parents calling the office to advise us of different arrangements which then have to be relayed, interrupting class time.



Our caterers, Herts Catering Ltd, can offer specifically adapted menus in line with their mainstream choices for selected food allergies, intolerances and some cultural choices.

There is an online application service that enables you to apply for a Special Diet Menu.

Applications for special diets for medical reasons can only be made with supporting evidence from a GP, hospital consultant or dietician. If you do not hold medical evidence there is a form that can be downloaded from their website and taken to a GP for them to stamp and sign.

The application usually takes about ten minutes to complete and can be accessed using this link:

<https://hertscatering.co.uk/>

Thank you for taking the time to read our newsletter. Please feel free to direct any feedback or questions to reception@highwood.herts.sch.uk