



**Highwood Primary School**  
**Mead Way, Bushey, Watford, Hertfordshire, WD23 2AW**  
Tel: 01923 256210 E-mail: admin@highwood.herts.sch.uk  
**Promoting Resilience, Achieving Potential**  
Headteacher Mrs B Rai

Monday 2<sup>nd</sup> September 2024

Dear parents and carers,

Welcome to the autumn term at Highwood School – we hope you all had a lovely summer. Just a few reminders from the office;

### 1. School Gateway

We send most communication by email. Please check your emails every day and notify us immediately if your contact details change. Highwood is a very busy school so whilst we try not to bombard you with emails, parent feedback tells us that it is better to have too much communication than too little. In the subject matter of the email, we give an indication of the contents and how important the email may be. We also use [School Gateway](#) to communicate with parents. Please download the free app to your phone and ENABLE notifications. This is a vital, FREE way for the school to send messages to you. Please note that notifications can be enabled on only one device per login.



### 2. Booking Meals

If your child would like a school meal, please use the School Gateway app to book their meals on Sunday for the upcoming week. If you forget to book a meal or provide a packed lunch, a member of the office team will call you as early as possible to ask you bring in a packed lunch. In an emergency, the cook may be able to provide a meal, but choices will be limited.

### 3. Free School Meals

Children from **Reception to Year 2** are eligible for a free school meal under the government's Universal Free School Meal Scheme. Also, if you are in receipt of certain benefits, your child may be eligible for benefit-related Free School Meals whilst at Highwood. If this is the case, you will receive a discount on school trips and school uniform (once a year only). If you think you might be eligible to claim free meals for your child, please click [here](#). Please let me know if your application is successful.

### 4. Uniform and hair

Children must wear the correct school uniform every day. On P.E. days, they may come to school in their P.E. kits (timetables to be sent out next week).

**Nail varnish and jewellery are not permitted and long hair (on boys and girls) must be tied back.** Children may wear one small pair of stud earrings which must be removed for P.E. lessons.

### 5. Medical Room

To encourage good attendance and promote resilience, we can give children medication when necessary. Medication must be provided by parents in its original packaging and must not be decanted into other receptacles. Please bring any medication to the school office, where you will be asked to complete a permission form. **Please note, we only administer antibiotics if they are prescribed to be taken four times a day.**

We look forward to welcoming the majority of you back to school on Wednesday 4<sup>th</sup> September, with our new starters in Nursery and Reception classes joining us later in September.

Kind regards,

Mrs Edmunds  
School Business Manager

