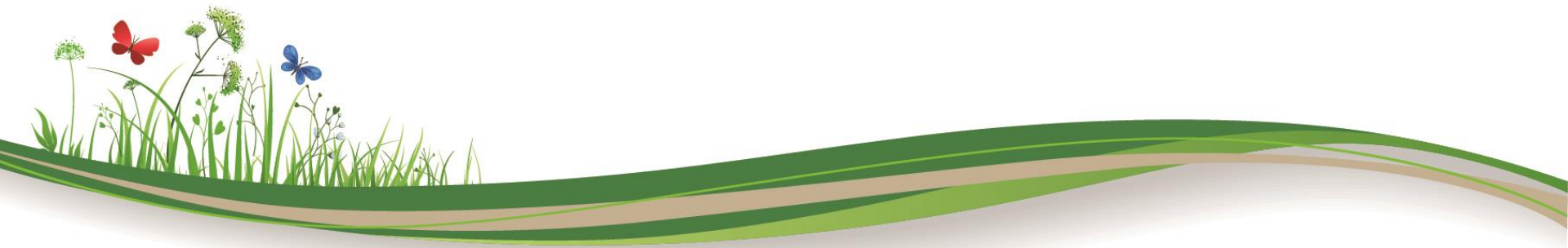




# Nursery September 2023

Information for new families



# Communications

## Email

General enquiries [admin@hillshott.herts.sch.uk](mailto:admin@hillshott.herts.sch.uk)

Absence [attendance@hillshott.herts.sch.uk](mailto:attendance@hillshott.herts.sch.uk)

## Phone

01462 670397 – general enquiries / absence

## Website

Letters / Newsletter / Class pages / Events / Friends of Hillshott / Governors

## Other Apps

MarvellousMe / Tapestry / Arbor / Twitter



## Parent Declaration - Funding Forms

All Nursery children (15hrs and 30hrs) to allow school to apply for funding each half term;

- 30hrs codes apply / re-check with HMRC by 30<sup>th</sup> August 2023
- Include all information including NHS Number / 30hrs code

Early years Pupil Premium check is made automatically by school and we will let you know if you're eligible.

Return by 7<sup>th</sup> July at latest.



# Lunches

30hrs children home packed lunches

- Lunch box with name and drink
- No nuts, chocolate glass or fizzy drinks

Hillshott is a nut free school



# Absence

## Illness / Medical

- Absences reported via email / phone by 8.30am or 12.10pm each day that child is ill.
- Medical appointments require evidence e.g. hospital letter, texts, appointments cards etc.

## All other absences

- Families to request absence via Term Time Absence Request Form available via school office.

Late children are registered via the school office – please call / email so we know where the child is

First calls will be made by Office Team from 9am or 12.30pm to understand whereabouts of child and reason for absence.



# Medicine & First Aid

Medicine - property of parents and you give us permission to administer to children via a Request to Administer Medicine Form

- Pain relief or antibiotics provided by families
- 4 doses or more a day
- Clear instructions on medicine label

Medical needs including asthma pumps / Epi Pens

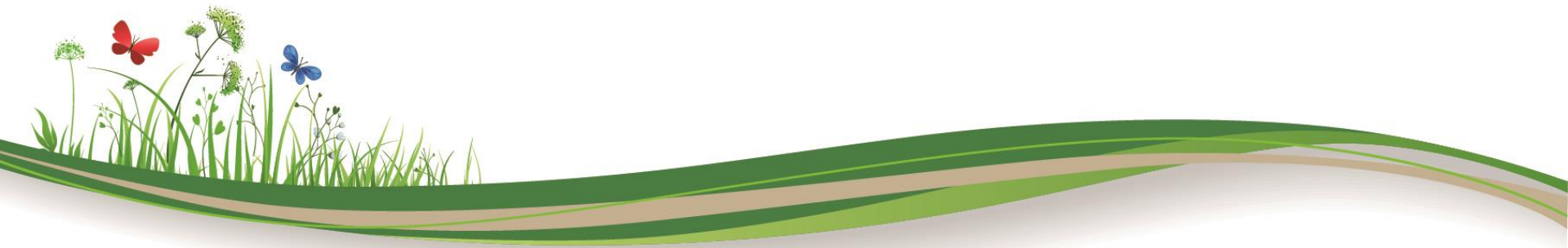
- Families meet with SENCo to draw up Health Care Plan

We don't hold pain relief in school

All staff are first aid trained, 3 staff are qualified Paediatric First Aiders

All injuries are reported to families via an accident slip

Serious injuries inc. all head bumps are also reported via phone calls



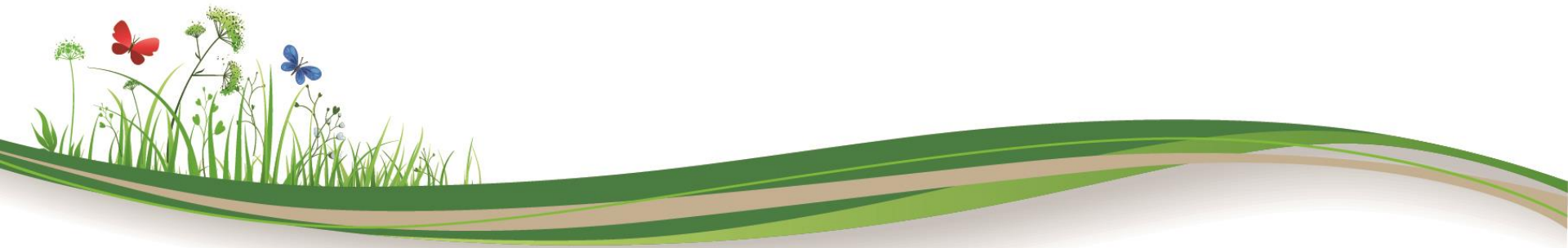
# Snack and Milk

## Healthy Snack

- Provided by School Fruit and Vegetable Scheme
- Piece of seasonal fruit or vegetables eaten at break time

## Milk

- Whole milk free for duration of time in Nursery
- Ordered via school office



# Uniform

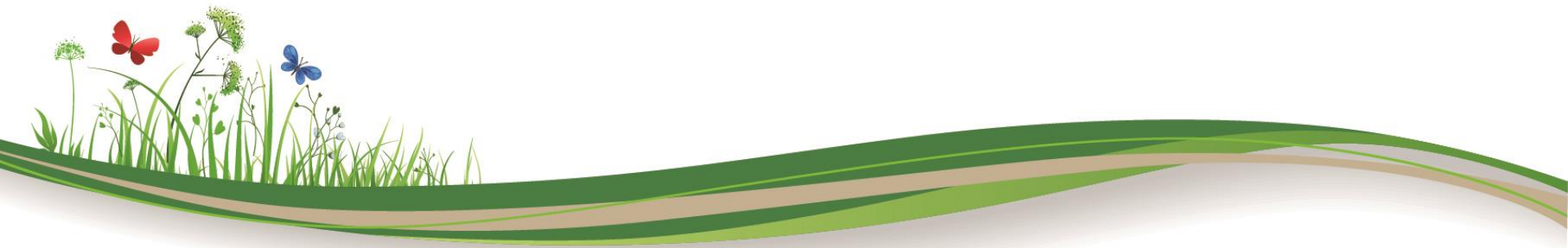
## New Uniform

- Available from school office
- All clothing items with logo, PE Kits and bags
- Please name everything!!!

## Pre Loved

- Available via the Uniform Bank
- Pop-up shops at school events or via referral from school office

Families can donate pre-loved uniform to Uniform Bank via the trunk at top of main school stairs





## Important Dates

13<sup>th</sup> July

Transition Day Stay and Play

1<sup>st</sup> September

INSET Days – no school for children

4<sup>th</sup> September

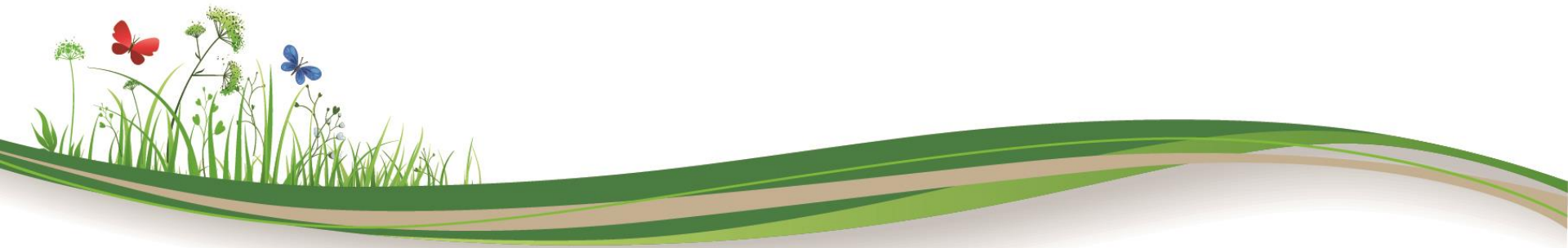
Stay and Play Session (with families)

5<sup>th</sup> to 8<sup>th</sup> September

Reduced time tables (children on their own)

11<sup>th</sup> September

Normal nursery days



# Reminders

Information required no later than 7<sup>th</sup> July;

- Milk order request (via email)
- Parent Declaration (nursery funding)

