



Nursery September 2023

Information for new families



Communications

Email

General enquiries admin@hillshott.herts.sch.uk

Absence 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 30th 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 7th 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

13th July

Transition Day Stay and Play

1st September

INSET Days – no school for children

4th September

Stay and Play Session (with families)

5th to 8th September

Reduced time tables (children on their own)

11th September

Normal nursery days



Reminders

Information required no later than 7th July;

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

