



### *Meeting Individual Needs*

3 September 2025

Dear Parent/Carer,

Welcome to the new school year. I hope you have had an enjoyable summer break – we were very fortunate with the weather.

I am very pleased to be starting my role here at Houghton School, it has been wonderful to have the children back with us and to welcome our new children to school.

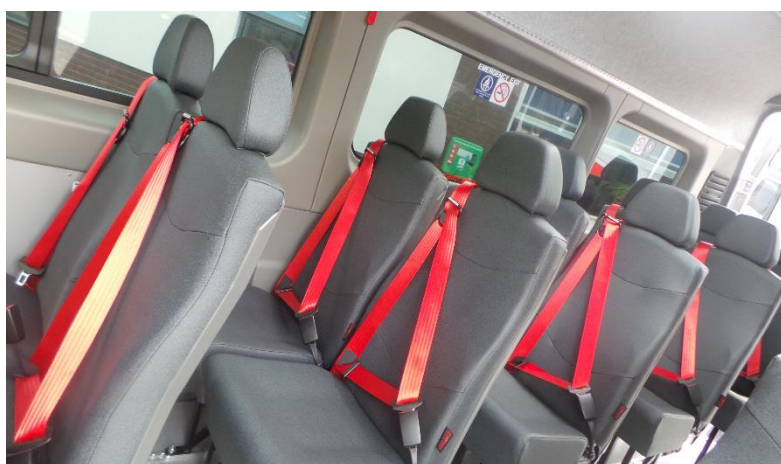
I look forward to getting to know the children over the coming weeks and to meeting some of you at our 'Meet the new Headteacher' events - letters will be coming out shortly with further information.

I would like to apologise to those parents who are experiencing any difficulties with transport, although the organisation of transport is outside of the remit of the school, please be assured that we are doing our utmost to try to resolve any concerns as quickly as possible.

I would like to thank you for your patience at the start and end of the school day whilst dropping off/collecting your children, we are working to ensure that this can be done as swiftly as possible whilst maintaining a high standard of safety.

We are really pleased to share that our brand new school minibuss has arrived, which we have been able to purchase thanks to the support at fundraising events over the years, the minibuss will have a positive impact on the community activities and opportunities that all of our pupils will experience.





We have lots of exciting activities and opportunities planned for the children throughout the year and we look forward to working together with you to help this be a positive and successful year for your child.

I would like to take this opportunity to inform you about some important pieces of information:

### **SCHOOL MEALS**

The menu is also available for viewing on our school website and ParentPay. If you would like a paper copy, please let us know. You can either choose to pre-order school meals via ParentPay or your child can choose daily in class.

- A main meal and carbohydrate option (e.g. potatoes, rice, pasta) needs to be chosen
- Bread, salad and vegetables will be available daily and do not need to be ordered
- A dessert needs to be chosen - there will normally be a choice of seasonal fruit, yoghurt, cheese and crackers and an additional dessert which will be shown on the menu

If your child is unable to eat the food on the menu, please contact school to make a special arrangement.

All children in Reception, year 1 and year 2 are entitled to universal/government funded meals (free). If your child has moved into year 3, you will need to start paying for meals unless you are financially eligible for free meals.

If you think you may be eligible for free school meals, you can check and apply here:  
[www.telford.gov.uk/FSM](http://www.telford.gov.uk/FSM)

If you are already in receipt of free school meals due to financial eligibility, you just renew as usual, i.e. before your end date.

For new parents/carers, if your child was entitled to free meals in their previous school, the entitlement will automatically transfer.

ParentPay will be used for all school lunch payments. Even if your child receives free/universal school meals, please activate your account as this is how you can see the lunch menu and choose/order your child's meals.

## **SCHOOL SNACKS**

At Haughton, we promote the health and well-being of everyone within the school community, part of this to support children to develop healthy eating habits that become a normal part of everyday life.

Children are provided with a daily snack of fruit or veg, that are both healthy and sensory considerate, so additional snacks are not required, however if you feel your child needs an additional snack **one** small snack can be sent in.

We are aiming for a common-sense style approach, with the key being to keep it healthy and so request that no chocolate, sweets or crisps (or products with nuts) are sent in. Some ideas for snacks could include:



## **SCHOOL PAYMENTS**

We are a cashless school and as such we are unable to receive any money. ParentPay is our online system for **all school payments**.

Can you please ensure that your ParentPay account is activated. If you need a copy of your activation details, please contact us ASAP and we will send them to you. If you have any difficulties, please contact the school office for assistance.

## **SCHOOL START & FINISHING TIMES**

Monday – Thursday:	Start: 8.50am	Finish: 3.00pm
Friday:	Start: 8.50am	Finish: 2.00pm



## **P.E.**

The P.E. timetable for this term is below:

	<b>Morning</b>	<b>Afternoon</b>
<b>Monday</b>	Class 1, Class 6, Class 7	Class 4, Class 10
<b>Tuesday</b>	Class 7, Class 12	Class 3, Class 8
<b>Wednesday</b>	Class 5, Class 6, Class 8	Class 2, Class 11
<b>Thursday</b>	Badgers, Class 9, Class 14	Class 3, Class 11
<b>Friday</b>	Class 10, Class 12	

Children will need to bring in shorts/jogging bottoms and a t-shirt, with pumps/trainers. P.E. kit can be sent in and will be left on your child's peg. This works well in case we need to change P.E. days for any reason.

If there is a medical reason your child cannot take part any time, please let us know ASAP - ideally by notifying us in writing.

We have got lots of fun P.E. lessons planned for the children to enjoy!

## **SWIMMING (Abraham Darby Leisure Centre)**

Classes 1 – 14 will swim on a rota basis throughout the year. Badgers class swim all year round.

Below is the swimming timetable for this term:

<b>Class</b>	<b>Swimming Session</b>	<b>First Session</b>
Badgers – Mrs Jeffries	Wednesday mornings	Wednesday 10 September
Class 2 – Mrs Shannon	Wednesday mornings	Wednesday 10 September
Class 14 – Miss Howard	Wednesday mornings	Wednesday 10 September

A letter with full information is being sent home separately with children in these classes.

## **LABELLING BELONGINGS**

Can we please ask that you label all your child's belongings - including all clothing, P.E./swimming kits, bags, lunchboxes etc. this will help us to ensure that your child's belongings can be easily identified and prevent mixing them up with those of another child.

## **MEDICATION**

If your child needs medication during the school day, can we please request that you fully complete a medication authorisation form which can be obtained from the school office or found on our school website.

Medication must be brought into school by an adult and not sent in with your child. It must be in the original packaging and clearly show the name of the medication, your child's name, date of birth, date dispensed, dosage, frequency etc.

## **ILLNESS - DIARRHOEA AND VOMITING GUIDELINES**

From time-to-time children become sick (vomit) either at home or at school. Unfortunately, it is not possible to distinguish between the causes, and therefore it is essential that the same rule of exclusion applies in all cases of vomiting or diarrhoea, unless your child has a medical condition which induces vomiting or diarrhoea.

*In the Health Protection Agency document, "Guidelines for the Control of Infection and Communicable Disease in School and Early Years Settings" the guidance is:*

Diarrhoea and/or vomiting commonly affects children and can be caused by a number of different germs, including viruses, parasites and bacteria. Infections can be easily spread from person to person, especially in children. In general, it is recommended that any child with diarrhoea and/or vomiting symptoms must stay away from the school until they have been free of symptoms for 48 hours (the '48-hour rule') and feel well. Personal hygiene whilst ill must be extremely strict. If your child is sick at school, we will ask you or your emergency contact to take your child home. They should not return for 48 hours. We appreciate that this is inconvenient in many cases, and you may not feel your child is ill, but you will appreciate that we do this in all cases and to reduce the risk of infection for all children in school. As an example, if your child is sick at lunchtime on a Tuesday, they should not return to school until after lunch on Thursday, provided there have not been any further episodes of vomiting.

## **RESPIRATORY INFECTION INCLUDING COVID-19 GUIDELINES**

Children with mild symptoms such as a runny nose, sore throat or slight cough can attend school. Children who are unwell and have an elevated temperature should stay at home and avoid contact with others where possible. Children can return to school when they no longer have an elevated temperature and they are well enough to attend.

If your child has a Covid test and tests positive, they should stay at home for 3 days after the day they took the test. After the end of the third day your child can return to school if they feel well and do not have an elevated temperature.

## **IMPORTANT MEDICAL INFORMATION - WE ARE A NUT FREE SCHOOL**



**We have children in school who have life threatening reactions to the following products:**

- **Nuts (tree nuts, peanuts)**
- **Sesame seeds/oil**
- **Chickpeas**

Please can we ask you to be vigilant in ensuring that you do not send your child in to school with any products that contain these. As a guide:

- ❌ Chocolate spread (please check the label for nut content)
- ❌ Humous
- ❌ Cereal bars
- ❌ Some bread/bread rolls

Thank you for your support in ensuring all our children can remain safe.

## **ABSENCES**

If your child is absent for any reason, please telephone the school office on **01952 387540** prior to morning registration with the reason. If you are ringing early, please leave a message on the school answer phone.

We also have a dedicated email inbox which Parents/Carers may use to report absences/appointments - [haughton.attendance@taw.org.uk](mailto:haughton.attendance@taw.org.uk)

Please do not report absences through our school Messenger/Facebook account.

Can we please ask you to contact school each morning (unless you have previously advised us that it is a prolonged absence, sickness, chickenpox etc.).

We are unable to log absences/medical appointments reported by anyone else, e.g. transport providers, other parents/carers etc.

Following this procedure will ensure that your child's absence is recorded accurately and minimise phone calls. Failure to inform school about the reason for your child's absence may result in an "unauthorised" absence being recorded.

Can we also please ask you to keep us informed of any appointments your child may have and where possible can you please provide us with evidence of medical appointments.

If you are bringing your child into school late or picking them up early (due to appointments etc.), please ensure that they are signed in and out using the Inventory system in reception.

## **TRANSPORT**

If you have any problems or queries throughout the academic year regarding your child's transport, please contact the Local Authority Transport Department in the first instance:

**Telford & Wrekin Council - Tel: 01952 384545    Email: [travelassistance@telford.gov.uk](mailto:travelassistance@telford.gov.uk)**

If you have any transport issues that you feel are not being resolved, please contact us at school and we will liaise with the Transport Department.

For any changes to your transport, i.e. you are moving house, please be aware that the transport department require **3 weeks' notice** to set up new arrangements and you will be required to fill in an online transport form via the Telford & Wrekin website.

## **CAR PARKING**

Car parking on site is extremely limited and if you are attending school for an appointment, it is essential that if parking on the school car park, you are in a designated parking space. Please do not park in the disabled bay (unless you have a Blue Badge), or on the yellow hashed area as this area needs to be kept clear to ensure access to emergency vehicles, delivery vehicles, school transport etc.

## **SCHOOL UNIFORM**

Owing to a shortage of storage space at school we no longer keep a supply of uniform in stock. The only items that we keep a supply of are Book Bags (£4.50) and P.E. Bags (£4.00).

***If your child is new to Haughton School, their first book bag will be given free of charge.***

School bags can be ordered and paid for via your Parent Pay account.

Please order school uniform direct from our suppliers as below:

<b><u>My Clothing</u></b>	<a href="http://www.myclothing.com">www.myclothing.com</a>
<b><u>School Trends</u></b>	<a href="http://www.schooltrends.co.uk">www.schooltrends.co.uk</a>
<b><u>Brigade Clothing</u></b>	<a href="http://www.brigade.uk.com">www.brigade.uk.com</a>

Full details about uniform can be found on our school website.

## **COMMUNICATION**

We do our utmost to communicate with you as effectively as possible. We will send letters and information from school home with your child or via email. Please ensure that you check your child's book bag **daily**. A class newsletter is sent home each week; it is also published on the school website. We hope that you enjoy reading these.

In addition we will also include information on our school website: [www.haughtonschool.co.uk](http://www.haughtonschool.co.uk)

If you would like to email us, please use [haughton.admin@taw.org.uk](mailto:haughton.admin@taw.org.uk) - This email account is checked on a regular basis throughout the school day.

If you would like to speak to us, please telephone: **01952 387540**.

Our School Facebook page is [www.facebook.com/haughtonschool](http://www.facebook.com/haughtonschool), we use this as a community page to share general information or for you to share activities/photos that your child may have been involved in outside of school.

We request that you contact the school directly by telephone or email if you have any specific queries and not use our Facebook for queries or providing us with specific information.

You can also find us on Twitter [@HaughtonSchool](https://twitter.com/HaughtonSchool)

If there are any changes to your contact details, please notify us as soon as possible - ***it is essential that we can contact you at any time.***

For us to support your child fully, it is important that we are kept informed of any changes that may affect your child, i.e. family circumstances, health, medical information, medication etc.

We are looking forward to working in partnership with you and if you have anything you would like to discuss at any time, please do not hesitate to contact us.

Thank you.

Yours sincerely



**Lisa Williams (Mrs)**  
Headteacher