



Meeting Individual Needs

4 September 2026

Dear Parent/Carer,

Welcome to the new school year. I hope you have had an enjoyable summer break and managed to enjoy the weather.

We are really excited for the new school year and are pleased to have the children back in school. It has been a wonderful start to the term, with the children all settling quickly into their new classes.

We have lots of exciting learning 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

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.

You can find out about eligibility for free school meals and apply here: www.telford.gov.uk/FSM

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

SNACKS & LUNCHES

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.

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.

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 (this can be the bus PA) and not sent in with your child in their bag. 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.

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

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.

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

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.

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 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

If you would like to email us, please use 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, 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.

Yours sincerely,

A handwritten signature in black ink that reads "L Williams". The signature is written in a cursive style, with the first letter "L" being large and stylized.

Lisa Williams (Mrs)
Headteacher