

Winter warmers

Please make sure your child remembers to bring a coat to school. It can be quite chilly on the playground, even when it is sunny. They may also bring gloves and hats, but please make sure you name all belongings.

Summer sun protection

Our playground has limited shade, and can get very hot. We provide sun shades and shelters to help with this but please help us to keep your child safe during the summer months by remembering the following:

- Send your child with a hat to wear when outside to protect against the sun.
- Wear suitable shoes with socks, no jellies or open toed shoes should be worn.
- Sun cream should be applied before your child comes into school. We cannot apply sun cream.
- Children are unable to wear sunglasses as they can be dangerous to the wearer and others. If your child needs sunglasses for medical reasons please send a letter of authorisation to the School Office.

You can buy school branded hats via Class Clobber:

<https://www.classclobber.co.uk/>.

Howbridge Infant School

Useful Information



Welcome to Howbridge Infant School

Inside this booklet you will find information which you will need to know when your child starts school with us.

If you have any queries or concerns, please come and see the staff in the school office.

Dropping off and picking up

The school gates open at 8.40am, please accompany your child to their classroom door. Classroom doors close at 8.55am, after this time your child is 'late', and should enter school via the school office. Our gates re-open at 3pm, for parents to queue at the classroom door. If you are unable to collect your child from school please contact the school office advising who will be collecting your child.

For the safety of all children, please ensure parking restrictions are adhered to.

School playground and field equipment

Please keep your children away from the equipment in the school grounds before and after school, as they are not covered by our insurance in the event of an accident whilst NOT under the supervision of school staff. For the same reasons children shouldn't climb on school fences or trees and walls around the school.

Picking children up for appointments

Children being picked up from school for appointments should be collected via the school office. Please supply evidence confirming appointments where possible.

Children should always report to the office on their return after an appointment. If your child has to attend a morning appointment, but will be returning to school and requiring a school dinner, please let the office know the day before the appointment.

Universal infant free school meals

All children are now entitled to receive a free school meal. However, your child will be eligible for additional funding (Pupil Premium) to support their learning in school, if you are in receipt of:

- Income Support
- Income-based Jobseeker's Allowance
- Child Tax Credit **not Working Tax Credit** with an annual income below £16,190.
- Pension Guarantee Credit.
- Employment and Support Allowance, income related.
- Support under part 6 of the Immigration and Asylum Act 1999.
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit with a household income of £7,400 or less (after tax and not including any benefits you get).

It is therefore very important to provide us with your personal information so that we can access this funding for your child. Please look out for the pupil premium funding form the office send out.

Smoking is prohibited in our school and grounds.

Please do not smoke just outside the school gates.



No dogs allowed

Please **DO NOT** bring dogs to school



Many children are afraid of dogs, and those who aren't may be too friendly and risk being bitten. For these reasons we ask you not to bring dogs to school. They are not allowed on the school premises and **must not be tied up to the fences or left unattended.**

Children need six to eight glasses of water a day - here's why:

- Insufficient daily fluid intake can contribute to headaches, constipation, urine infections, soiling and wetting problems.
- Research shows children learn better if they have plenty to drink
- Pure clean water is best

Water bottles can be purchased from the online shop via our school money portal at a cost of £1.30 per bottle. Please do not put water bottles in reading folders. We advise a separate backpack is used for this purpose.

Each day you need to wash out and refill your child's water bottle at home, then bring it back to school the next day. It must only be filled with water.

Healthy packed lunch

As a healthy school we encourage children to make a good choice. Please support us by providing your child with a healthy, balanced packed lunch. We are a **nut-free school** as we have some children who have a severe allergy to nuts, and would ask parents for their support in this matter. Please do not include chocolate bars, instead pack a healthy alternative. If you would like further information about healthy eating please see <https://www.nhs.uk/live-well/eat-well/>.



School dinners

You will find the current week's menu on the board in the entrance hall and on our website. Vegetarian meals are available. Please let us know if your child has specific dietary requirements.

Dinners **must** be booked online by the Sunday evening for the coming week. If you have not booked your child a dinner, you will need to provide them with a packed lunch.

Our catering team have created a healthy and varied menu for the children.

School absence notification

If your child is absent from school:

- **Please ring the school office or send a message with another adult as early as possible on the first day of absence, giving a reason and an estimate of the expected length of absence.** Alternatively to report illness, you can use Studybugs online: <https://studybugs.com/about/parents>.
- Please keep the school office informed if your child is away for more than two days explaining the reason for the absence.
- Please make sure that the school office has up-to-date emergency contact details.
- The school office will contact parents by telephone and text on the first day of absence, if we haven't had a message.

EARLY FIRST DAY CONTACT HELPS KEEP CHILDREN SAFE.

Tummy bugs

If your child has been sick or had diarrhoea during the night/early morning please do not bring them into school that day, as tummy upsets pass on to others very easily.

Children who have been unwell should be kept off school for 48 hours after the last bout of sickness and diarrhoea.

We would greatly appreciate your co-operation in this matter.

Studybugs

Use to report your child's school absence and illness. Download the app or visit <https://studybugs.com/about/parents>

Get the free mobile app now...



...or register online to use via your web browser:

Register Free!

Already a user? [Sign in here.](#)

Does your child have an ongoing medical condition?

If your child has a short term illness or an ongoing medical condition, we can administer medication prescribed by your doctor once per day.

Parents need to complete a medication form which is available from the school office. Please be aware that we are unable to administer non-prescription medication, e.g. Calpol.

The School Nurse

If you are in need of advice from the school nurse please contact Essex Child and Family Wellbeing Service on 0300 247 0014.

School uniform

School Uniform can be purchased through our online supplier Class Clobber. Our uniform is:

Royal blue cardigan or sweatshirt
Charcoal grey trousers/skirts/shorts/pinafore
White polo shirts/shirts
Blue gingham dress
Black shoes (not trainers)

PLEASE REMEMBER to put your child's name on ALL school belongings. This includes bottles and lunchboxes as many children own the same designs.

Children should not wear jewellery, nail varnish or have stick on tattoos on their bodies when at school. **We also have a small supply of second hand uniform available.**

PE Kit

Please ensure your child has the following items (with their name in) in school for PE:

- White PE t-shirt
- Black/grey/navy jogging bottoms
- Black/grey navy sweatshirt
- Royal blue shorts
- Black or white plimsolls or trainers

You can buy named PE bags from Class Clobber.

Footwear

Please make sure your child has shoes which are safe to wear in the playground. Jelly shoes or high heels (over 1") should not be worn at school. They can cause your child to trip or twist an ankle when playing outside. Boots and trainers are also unsuitable for healthy feet in the warm environment of school. Socks should always be worn to prevent blisters caused by shoes rubbing.

Please provide your Early Years child with wellington boots that can be kept at school. White/grey/navy or black PE trainers should be left in school as part of your child's outdoor PE kit.

Earrings

Health and Safety rules state that **'Earrings and Jewellery should not be worn at all for school'**. Please remove earrings before school.

Breaktime snacks

Our school participates in the Government's '*School Fruit and Vegetable Scheme*'. Every day each child receives a piece of fruit or vegetable. The fruit and vegetables are fresh and of good quality, the aim being for children to have a positive and enjoyable experience of eating healthy food.

Please make sure you keep us informed of any allergies your child might have by informing the class teacher when any changes occur.

Milk is also available at break-time. For children in Year 1 and 2, parents have to pay and register with cool milk. The orders must be placed by 5pm on a Tuesday so that their child can start receiving milk for the following week. Parents can visit www.coolmilk.com to register and pay online. The milk is then poured by classroom staff which is equivalent in size to a small beaker.

Early years children are offered milk free of charge.

