



3rd July 2024

Dear Parents & Carers,

Welcome to Huntcliff School!

Re: School Processes

Throughout the time your child is a student at Huntcliff School, you may require assistance from the main school office. Office hours are 8am until 4pm, Monday – Friday. You can contact the office via email on enquiries@huntcliff.co.uk or by telephone on 01287 621010.

We have listed a number of school systems and processes on the page overleaf which should guide you over your child's first few weeks at Huntcliff School.

Kind regards

Huntcliff Admin Team

Class Charts

Class Charts is used for: two-way messaging between parents/carers/students and individual members of school staff; correspondence from school to home; setting homework for students; logging commendations and behaviour points. Parent/carer log in details will be sent home with your child in September. Please ensure you log into your parent/carer account as soon as possible so as not to miss any crucial correspondence. Please encourage your child to regularly log in to their account so they can keep track of their homework, detentions, behaviour points, and any messages from staff.

Attendance

To report your child as absent: email attendance@huntcliff.co.uk or; call 01287 621010, select option 1, and leave a voicemail.

Arbor

Arbor is used for school consents, school trips, clubs, all school payments, school progress reports. You should already have a login to add funds to your child's account. If you require any assistance, please contact the main school office.

Lunch accounts

If your child does not have enough money on their account to cover the cost of a school meal, you will receive an SMS requesting that you top-up your child's account. You will also receive an email reminder when their funds are low. Students will never be denied a school meal, but they would not be permitted to purchase any 'extras' (bottled drinks, extra dessert for example) if they do not have sufficient money on their account.

Medical Requirements

Our office team will help to support your child's health whilst they are in school. Many students have medical conditions that are well managed within school, so please let us know as soon as possible if your child has a medical condition. Some medical conditions will require parents/carers to complete an 'independent healthcare plan' to ensure that school are fully informed of how to best look after their needs. We ask that parents/carers review these either yearly or when their requirements change, whichever is sooner.

Any medication that a student may need during the school day is secured in our medical room and a member of staff will supervise the administration of this. Students are generally not permitted to carry their own medication in school, unless it is for a pre-agreed reason or for emergency purposes (adrenaline auto-injectors for example). If you require school to hold and supervise medication for your child, we have a form to complete.

BLUE medication form – To hold over the counter medication such as paracetamol, hay fever medication etc. The office will always call a parent/carer before administering, in case your child has already taken medication before school. The medication provided must be in the original box, in date, and age appropriate.

YELLOW medication form – This is for prescription medication; the office will follow the instructions on the prescription alongside the yellow form provided by parent/carer.

Loaned Ties

If your child arrives at school without a school tie, the main school office will loan them a tie. These ties have 'Loaned' written on the reverse of the tie and include the number of the tie. We ask that the tie is returned to the office at the end of the same day. If it is not returned, the office will contact parents/carers and ask that a tie is purchased via Arbor.