

Wednesday 9 July 2025

Dear Parents and Guardians,

Communication at the Prep School

If for any reason you are concerned either about your child's academic progress or for any pastoral reason to do with his welfare, please do contact; Mr Paul Swindell, Deputy Head Pastoral. There are a variety of ways for you to communicate with us should the need arise. As many of you are already aware, we have excellent lines of communication ranging from the Homework Diary, emailing, personal letters, and the telephone!

We really do prefer to talk with you if the matter is anything other than routine reminders, our school office will provide the link between you and the staff if you are unable to come into school. Please telephone the main Prep School telephone number - 020 8266 1779.

Parent App.

Further information regarding the launch of the new Parent App which will go live in the Autumn term will be shared in due course and will include important updates, important calendar of events, photographs etc. Please do not rely on WhatsApp groups to deliver school information.

Absences for illness

Absences can only be reported by a parent and must be done so by email. This is to maintain a written record of authorised absences for illness or other reasons. You will no longer be able to report absences by telephone. In the Prep school all emails must be sent to prepoffice@habselstree.org.uk. Absence must be reported every day a child is absent by 8.40am. No letter is now required on return to school unless otherwise requested.

If your child is not present and we haven't received any communication, we will still call parents by 10am to ascertain the whereabouts of your child and ask you to report the absence by email. Absence can **only** be authorised by those emails.

For leave of absence requests the procedures remain the same. Please email prepoffice@habselstree.org.uk who will forward your request to the Headteacher – Mrs Best.

Leave of Absence

Leave of Absence is only granted in exceptional circumstances and requires a written request to the Head of the Prep before any firm arrangements are made. Please note our school policy clearly states: "There is no right to leave of absence for parental holidays in term time. In very exceptional circumstances the Head is prepared to consider a request made in writing before any commitment or booking is made".

In the event of parents being away from home, parents must inform the school who is looking after their son during their absence. The school must have contact details in case of emergency and in order to fulfil our responsibility in knowing that pupils are being looked after.



Observance of Religious Festivals

Should you wish your child to be excused from school to observe a religious festival, may we remind you that our school rules state the following: 'Requests for leave of absence for religious observance should be made to the Headteacher – Mrs Best in advance'. This will assist the teachers in planning their lessons and will ensure the disruption to your child's education is kept to a minimum.

Medical Information

Medical Centre

The Medical Centre is staffed by three fully qualified and experienced nurses, Gillian McGrath (RGN) and Martina McGrath (RGN), who are employed primarily to deal with the unexpected onset of illness or injury, to dispense over-the-counter medications and to assist any boys who may have chronic conditions that have been notified to the school.

If your child has emergency medication i.e., Inhalers or Epipens, please ensure they have all their required medication in school with them at all times and that it is in date. Your son will not be able to attend any trips on or off-site activities without their two Epipens and any other required medication.

EPIPEN: If your son has been prescribed an Epipen, please ensure he has all the required medication in school with him and that it is in date. Your son will not be able to attend any trips on or off-site activities without their 2 Epipens and any other required medication.

Medical Information

You can view the medical information that the school holds for your child on the FireFly, so please can you check this site to ensure that we hold the most up to date information on your child's medical condition and any medication they have been prescribed. If you wish to make any changes, please fill out the request form on FireFly or email schoolnurse@habselstree.org.uk

Dispensing Prescription Medication If your child requires any prescription medicine to be taken at school, please complete the form on the parent portal and print or email it to schoolnurse@habsboys.org.uk. Either you or your child should bring it to the Medical Centre or PrePrep office along with the medication to be dispensed in its original labelled bottle. It is your child's responsibility to attend the Medical Centre to be given the medication.

Diarrhoea and Vomiting - Owing to the contagious nature of the above we request that you wait at least 48 hours after the last episode of sickness or diarrhoea before returning your child to school, as advised by the NHS Choices website.

Asthma: If your child is asthmatic, please ensure they have their inhaler in school at all times.

Allergy Concerns The management of children with food allergies and intolerances within schools is a shared responsibility between the school, medical practitioners, parents and boys. If your child is uncertain about the ingredients of a particular dish which they may need to avoid because of a food intolerance, he should ask a member of the catering staff. The School's Catering provider does not use any products which contain nuts or nut by-products. However, parents should note that current labelling regulations do not allow us to declare a 'nut free' status. Therefore, the policy is one that avoids the use of and sale of nut products as far as we are reasonably able to do so. Parents must not include any nuts or any nut-based products for their child anytime at school.

Dogs on Campus

For reasons of health & safety and to protect the playing fields and campus from soiling please note dogs are NOT permitted on the school grounds at any time. This includes weekend sports fixtures. The ONLY exceptions to this policy are dogs belonging to on-site residents and Guide Dogs. Your cooperation in this matter is appreciated.

Smoking

Parents and visitors are kindly reminded that the school is designated as a No Smoking area. This also includes e-cigarettes.

School Uniform (by Appointment only): uniform4kids.com

Our school uniform supplier is UNIFORM4KIDS. The supplier is open by appointment from 1 July.

Howard Bros, 30 The Broadway, Mill Hill, NW7 3LL
Pullens, 48-50 Church Road, Stanmore, HA7 4AH
Uniform4Kids, 1103-1107 Finchley Road, NW11 0QB

Yours faithfully,

A handwritten signature in black ink, appearing to read 'M Best' with a stylized flourish at the end.

Mrs M Best
Head of Prep and Pre-Prep