



Happisburgh CE VA Primary School
The 'stick-on-the fridge' List 2023



Contact Details	Telephone No: 01692 650335 Email: officehps@lighthousefederation.norfolk.sch.uk Website: www.happisburgh.norfolk.sch.uk Twitter: @HappisburghSch
School times	Children may arrive from 8:30am and will go into school at 8:40 am. Registration takes place in class at 8:45 am, with lessons starting at 8:50am. Your child will be marked as Late from 8:50 am. Teachers will be available before school to talk to about any urgent issues but may need to make a further appointment to give you the time which you need. School finishes at 3:15pm. Parents should wait on the upper playground at the end of the day to collect children from all classes. Again, teachers will be available to pass on messages. Please note that the School Car Park is for Staff and Visitors only. Thank you.
Snack time	A selection of fruit and vegetables are provided for children in Reception, Year 1 and Year 2. Children may bring their own named snack (please support us as a Healthy Norfolk School by supplying your children with fruit or vegetables).
Lunch	Lunch break: 12:00 noon – 1:00 pm Dinner Money: Children in Reception, Years 1 and 2 receive Universal Infant Free School Meals. Years 3, 4 5 & 6 £2.30 per day Lunch Menus can be viewed on the school website. Please ensure your child has chosen before they arrive in school - thank you. Please pay for lunch taken during the week on Friday. Envelopes will be provided via your child's class teacher. Payment is accepted via BACS for amounts over £20 – please contact the school office for further details.
Illness	If your child is ill, please leave a message on the absence line (option 1) by 8:30 am on the first day of illness and each subsequent day they are absent.
Collection from School	Please inform the school office at the start of the day if someone else is collecting your child.
Bus Children	Please contact the school office if your child will not travel on the school bus for that day.
Key Dates/Events	Key dates and events will be published on the website. Your child's class teacher will also keep you informed via e-mail or Tapestry for Reception and Y1 parents.
Contact details	Please ensure that your contact details are kept up to date. Please contact the school office to update any details.
Medicine	All named medicines should be handed to the Class Teacher at the start of the day along with a completed medication form. This can be collected from the School Office or downloaded from the website.
Uniform	Please ensure your child has the correct uniform (this can be found on the website) and make sure all items are named.
PE	Please could pupils arrive in their PE kit on Thursdays. All Kit should be named. Please provide trainers for your child to change into for additional PE and playtime.
Contacting your child's class teacher	Your child's Class Teacher can be contacted via e-mail: Maple: d.mayhew@lighthousefederation.norfolk.sch.uk or k.mejri@lighthousefederation.norfolk.sch.uk Horse Chestnut: c.heaps@lighthousefederation.norfolk.sch.uk Oak: m.reeve@lighthousefederation.norfolk.sch.uk
Breakfast Club & After School Clubs	Please contact the school office if you would like your child to join a Club if the club booking form has closed. Children may bring a healthy snack to eat at After School Club. Please collect your child from the top playground at the end of the club. Breakfast Club can be emailed direct breakfast@happisburgh.norfolk.sch.uk
Hall Hire	The school Hall is available to hire for sports events/parties etc. Please contact the school office for details.