

# Useful Information for New Children at Horncastle Primary School 2024/25 Page 1



## Contact Details

Phone: 01507 522662

Email: [enquiries@horncastleprimary.co.uk](mailto:enquiries@horncastleprimary.co.uk)

Website: [www.horncastleprimary.co.uk](http://www.horncastleprimary.co.uk)

## Illness



If your child is unwell, please contact the school office before 9am by leaving a message (option 1) or sending an email to:

[enquiries@horncastleprimary.co.uk](mailto:enquiries@horncastleprimary.co.uk)

If your child has sickness or diarrhoea, then they should not return to school until they are 48 hours clear from symptoms.



Please download the ParentHub App to receive information from school.

Once downloaded, you need to type in our school handle: **@HorncastlePS** and link yourself to your children with their dates of birth.

## Uniform

Available from supermarkets and Nation-wide Uniform shop in Spilsby.

[www.nationwideschooluniforms.co.uk](http://www.nationwideschooluniforms.co.uk)

Please see the school website for the school uniform policy for more information.

Please **label all items** clearly so that they can be returned if lost!

Children require a water bottle everyday, please make sure that it is labelled.

Weather dependent, please send your child with a suitable coat, a sun hat and with sun cream applied.

## School Day

School day starts at 8.55am

Years 1 & 2 finish at 3.25pm

Years 3-6 finish at 3.30pm

The gates open at: 8.45am

Please drop off and collect your child promptly. Allowing enough time for your child to get to the cloakroom and into class for registration at 8.55am

## Arbor



We are a cashless school and use the Arbor online payment system.

You will receive an email with the link to login, click on the link and follow instructions. Once you have done this, please download the app from your app store. Please contact the school office if you need more assistance.

Arbor is used to book wrap around care, meal ordering, after school clubs, school trips and also to update information that we hold about your child.

You are able to view the information and request updates for the information to be changed via the Arbor app.

## Nut Free School

We are a nut free school so please be aware of this when making choices for packed lunches and snacks.



# Useful Information for New Children at Horncastle Primary School 2024/25 Page 2



## Social Media

Please follow us on X, formally known as Twitter, and also Facebook:

X: **HorncastlePri**

Facebook: **Horncastle Primary School**

## Website

All of the information you may need can be found on our school website.

**Website: [www.horncastleprimary.co.uk](http://www.horncastleprimary.co.uk)**

## Holiday/Absence Requests

Forms are available to collect from the school office, we will let your child's teacher know for you.

Please try to give enough notice for us to process this request.

The school website has our attendance policy on, please familiarise yourself with it.

## Young Carers

If your child helps with any care needs at home please contact the school office and they could be eligible for being a young carer.

## Wrap Around Care

We offer both breakfast club and afterschool club.

Breakfast club starts at 7.45am and afterschool club has two sessions. One running to 4.30pm and the other to 5.30pm.

Bookings to be made on the Arbor app at least 48 hours before date required.

Please note we are really busy and you need to book in good time.

Enquiries via email to:

**wraparound-care@horncastleprimary.co.uk**

## Headlice

Please check your child on a regular basis for headlice, if your child has headlice please treat accordingly.

## Free School Meals

To check if you are entitled to free school meals, use the eligibility checker below.

**<https://lcc.cloud.servelec-synergy.com/SynergyWeb/Parents/default.aspx>**

## Hot School Meals Orders

If your child would like a meal from our onsite school kitchen. These can be ordered via the Arbor app.

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**Email: [enquiries@horncastleprimary.co.uk](mailto:enquiries@horncastleprimary.co.uk)**

## School Milk



Every child under the age of 5 is eligible for free school milk using Cool Milk.

Parents can also sign up for their over 5 year old to receive milk at a subsidised rate.

For both, please register via their website:

**[www.coolmilk.co.uk](http://www.coolmilk.co.uk)**