



Happiness
Esteem
Achievement
Responsibility and
Respect
Truth
Spirituality and Service

Hilltop Infant School

Hill Avenue, Wickford, Essex, SS11 8LT
Email: hilltopinf.admin@heartsacademy.uk
Website: <http://hearts-hilltopinf.uk>

Tel: 01268 762531

Head of School: Mr D Chapman



20th November 2017

Dear Parents and Carers

We are currently updating all records that we hold in school. Please can you complete the attached documents and return to school by **Friday 24th November**. It is very important that all the information we hold in school is up to date at all times. If any of your details change please can you inform the school office either in person or by email hilltopinf.admin@heartsacademy.uk

If you have any concerns please do not hesitate to contact us and we will be happy to discuss any matters with you.

Kind regards

Mr D Chapman



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Forest School, Outdoor Learning & Learning Outside the Classroom

Children regularly attend Forest School at Wickford Memorial Park this involved walking to and from our school site. On these sessions children are always accompanied by staff and volunteers. Please sign the permission below so that your child can attend Forest School, Outdoor Learning & Learning Outside the Classroom.

I/we give permission for our child to attend Forest School/Outdoor Learning & Learning Outside the Classroom throughout their time at Hilltop Infant School.

Child's Name:

Class:

Signed:

Print Name:

Date:



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Medical Form

Child's Name:

Name of Doctor:

Telephone Number:

Address:

Details of any medical conditions and medication regularly taken.

Condition:

Has your child got an agreed Care Plan? **Yes/No**

Medication:

Time taken:

Dosage:

Medication to be held in school: **Yes/No**

(All children identified with any form of asthma must have a prescribed pump in school at all times)

All medication, including inhalers, **must be** in the original container clearly marked with the child's name and dosage. Medication must be prescribed by a doctor.

The school will not give the child medicine unless you complete and sign the 'Agreement to Administer Medication Form', available from the office or on the website, and the school agrees that staff can administer the medicine.

I understand that I must deliver and collect the medicine personally to and from the office and accept that this is a service which the school is not obliged to undertake.

Signature:

Print Name:

Relationship to pupil: