



Unit 12 Luccombe Business Park, Milton Abbas, DT11 0BD
Telephone: 07930226886
Email: Office@Luccombehub.com

Dear Parent/Carer

Re: Welcome to The Luccombe Hub

I would like to personally welcome you to The Luccombe Hub. The team and I are excited to get to know your child and support them on their journey.

This letter is to tell you a little about the main points to ease your start with us:

Coronavirus

As Covid continues, rest assured that we follow all government recommended guidelines and regularly review our Covid 19 Risk Assessment and Centre wide protocol. We have sanitiser available throughout the centre and access to wash hands regularly. Details can be provided or you can find them on our website www.LuccombeHub.com.

Sickness/Absence

If you need to report your child's absence from session, please call the office number 07930226886 on the first morning of absence. If you are aware of appointments, please let us know the date as soon as you are able. We would ask, where possible that any appointments such as dentists, opticians are booked outside of session times. We ask all children not to return to the centre within 48 hours of vomiting.

Lunchtime

Lunchtime is timetabled for 12:00 noon – learners are welcome to eat with their peers in the Kitchen/Rec Room. If this is too much for them, that's not a problem and we can arrange for them to eat wherever they feel happy to, whether that's outside at the picnic benches, under the trees or inside one of the classrooms.

What your child needs to bring with them?

1. If not already forwarded to the office – completed admission/medical forms
2. Pack lunch with a drink
3. Additional change of clothes – please ensure any items are labelled
4. Bin liner for any dirty clothes
5. Any medication they may require throughout the day e.g. inhalers. Please ensure medicines form has been completed and items sent in original box.



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What can my child expect on their first day?

Whether they arrive by taxi or parent/carer drop off, your child will be warmly welcomed. If needed, space and time will be given to help with any transition, we know it can be daunting starting somewhere new.

A designated member of staff will be waiting at the start of your session time at reception, where we will ask permission to take body temperature using an infrared thermometer held up in front of their forehead, we will sign them in the register. Any mobile phone will be collected, this is stored securely in the locked office until home time.

On the first day, they will be shown around the site and where the toilets are and where they can safely store their belongings. Timetable of activities/learning will be shared and they get the opportunity to settle in and get to know their teachers and facilitators. Not to mention, meeting the animals at the farm!

Communication/Enquiries

We want all our families to feel they can have open and honest communication with us, so please do share any information that you feel could impact a child's day/journey. If you have any questions or concerns, then please email or call to discuss, you can ring the office number above or email Office@LuccombeHub.com or contact me directly at Henri@LuccombeHub.com.

You will receive a message every day that they attend letting you know how the day went.

All learners receive termly reports.

Friends of Luccombe Hub (Charity PTA)

The Luccombe Hub is supported by a happy band of men and women, who continually raise funds to support the centre. We are always encouraging our families to get involved in Centre life so if this sounds like something you would like to join in with, please go to our website to the FOLH page or contact charity secretary Helen by email Helen@LuccombeHub.com for more details.

Look forward to seeing you again soon.

Yours faithfully

Henri Monier-Williams (Centre Lead)