

LST/kje

15<sup>th</sup> December 2015

Dear Parent/Carer

### Pastoral Matters

Here in the pastoral department we are conscious of providing the best possible support in regard to your child's welfare, both physically and emotionally. With this in mind could we please bring to your attention the following in preparation for the new term in January 2016.

#### Medication

If your child needs regular medication this can only be administered if you have provided us with a permission letter and also supplied us with the tablets/medicine that your child is required to take and the dosage instructions. This can include medication such as paracetamol or ibuprofen that may be needed for female students if they need it for period pains.

For any student that suffers from asthma it is **essential** that spare inhalers are sent into school (again with a permission letter) so that should your child need their inhaler in an emergency we can administer to him/her. Although students keep their personal inhalers on them we have had more than one occasion where a student has forgotten to bring their inhaler to school and then needed it.

#### Medical Conditions/Information

If your child has developed a medical condition since starting school that we have not been informed about please could you make us aware of such. Government legislation calls for us to have in place a healthcare plan for any student with a medical condition.

#### Uniform

Whilst we appreciate that many families are financially stretched, particularly at this time of year, could we ask you to ensure that your son/daughter has either two pairs of trousers or skirts, or one of each in the case of girls, so that if one becomes damaged they have a second set of uniform to rely on. Uniform policy dictates that if a student is not in full uniform then they are placed in the supervision room and this is something that we wish to avoid so that your son/daughter does not miss out on their learning.



Principal: Mr. A. Crofts BA (Hons), PGCE, NPQH

Executive Principal: Mrs. M. Martin BA, PGCE

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Please also **NAME** your child's uniform – this way missing items can swiftly be returned to students if found.

### **Spare Uniform**

We try to keep a stock of spare uniform that can be loaned to students for short periods should a need arise. If you have any used items of uniform that are in reasonable condition and that you would be willing to donate to the pastoral department please could you send them in via your child so that we can keep them in our uniform loans department.

### **Welfare Concerns**

If you have any concerns about your child and are unable to contact their form tutor or achievement co-ordinator, please do not hesitate to contact me and I shall be happy to help.

I hope you and your family have a restful and enjoyable Christmas break.

Yours sincerely

LOUISE STOTESBURY  
PASTORAL MANAGER



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