



NEWARK

ACADEMY

Dear Parents/Carers

As part of our ongoing attempts to ensure communication between home and school remains clear and consistent I am writing to inform you that we require an information update for your child. I enclose two forms that we ask that you complete and return to your child's tutor by the deadline indicated. The first form is for any updates in contact information. If you have changed address, phone number, emergency contacts etc. then please confirm these in the form.

It is vitally important for us to understand the medical needs of children and ensure that we are able to safely manage any administration of medication which your child may require. For certain types of medication it is important that we have appropriately trained members of staff who can support your child with administration of these and the academy will approach you directly for all children who fall into this category. To this end please complete the second form in as much detail as possible and return this to school.

I would also like to take this opportunity to confirm our policy regarding medication. If your child requires any medication whilst at school, either as a one off or for a prolonged period of time, it is vitally important that you contact the school to inform us of this. All medication must be stored securely with our Inclusion Team with a completed medication consent form. This information will ensure that we have accurate medication dosage and administration details for your child which will ensure that medicines are provided in a safe way. In these cases we would expect your child to administer their own medication whilst under supervision in our Inclusion Department. If your child needs to have daily medication at school you must go in person to Reception to complete the required paperwork or make an appointment with Mrs Willis, SENCO. No child should carry medication around the school site.

Thank you for your ongoing support and guidance in providing a safe environment for your child.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Chris Fisher'.

Chris Fisher
School Leader