

9th May 2024

Dear Parent/Carer,

We have recently implemented an updated policy for supporting students in school with medical conditions.

Please note the following changes relating to any students who need to be sent home from school, during the school day, as a result of illness or injury:

- Any student who is unwell and needs to be sent home must be collected by a suitable adult from the student's list of contacts. Students who are unwell will not be sent home unaccompanied, including in a taxi.
- In the event that none of the student's contacts are able to collect them, parents/carers may nominate a suitable adult, outside of the existing contacts, to collect their child. The parent/carers must email the name of the nominated person to the school office prior to collection and that individual will need to provide suitable ID at the school's reception, before the student is released into their care.
- If the risk of the student leaving school on their own is considered to be acceptable, the parent's request must be confirmed by email to the school office prior to the student's departure and will be held on record. A student will not be able to leave site until this written confirmation is received.
- Written confirmation must be given for each medical event - a covering email for all future events will not be accepted.

Please take a moment to check who is on your child's list of contacts and add any new contacts, where appropriate, to avoid any issues which might delay an injured or unwell student from leaving school.

R Viscovich

Ruth Viscovich

Assistant Head Teacher/SENDCo

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