



12<sup>th</sup> October 2016

Dear parent/carer,

As we approach the end of the first half term of the new academic year, I would just like to take the opportunity to remind you of a couple of points you may find useful in the future.

Firstly, a quick reminder that the final day of school this half term is Thursday 20<sup>th</sup> October, Friday 21<sup>st</sup> is an inset day.

Secondly, to ensure that you receive the best possible service from the school, the first point of contact for any matters pastoral should always be your child's tutor/co-tutor. They spend time with your child every day and therefore understand their academic progress and any challenges they may be facing. Should you wish to meet with the tutor please ensure you contact the school in advance so that an appointment can be made. They will endeavor to see you within 48 hours wherever possible. Should you have a matter that requires more urgent attention please telephone school and we will be happy to give this matter our immediate consideration.

Finally, we have taken the decision, after seeking advice from Medical Professionals, to stop dispensing paracetamols to students during the school day for minor pain relief. This is, in part, due to our inability to know whether a student may have taken any tablets previously or whether the paracetamol may interact with other medication being taken. **This does not affect the dispensing of prescribed medication, which has been pre-agreed with school.**

Thank you as always for your continuing support and have a pleasant half term break,

Kind Regards,

Mr C Gibbison  
School Leader