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ACTING PRINCIPAL: IAN GILLESPIE

29<sup>th</sup> March 2017

Dear Parent / Carer

We are currently endeavouring to bring our records up to date in school, so we would ask that if your son/daughter currently has a health care plan, that you update us with any further diagnoses or medication. An official written diagnosis from your Doctor or Consultant is required. Similarly, if your son/daughter currently has a toilet card, then please let us know if that is no longer required.

School Trips: If your child takes medication and is going on a school trip, they will be required to bring it with them in a labelled clear bag. The Trip Leader or First Aider is required to check all students have their medication with them. If the student is unable to produce their medication, the Trip Leader is at liberty to refuse to take that student on the trip and they will be asked to return to College.

Additionally, it seems to be a phase, at the moment, for students to bring in small stress toys / fidget toys. If you feel they are really in need of one, please contact us to discuss this further and we can then inform teaching staff that they are permitted to use this legitimately and not simply as part of a current craze.

Many thanks for your cooperation with these matters.

Yours sincerely,

A handwritten signature in black ink that reads "K. Westbrook". The signature is written in a cursive, flowing style.

Karen Westbrook  
Head of Key Stage 3