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10th September 2020

Dear Parent/Carer

RE: Updated Procedure for Collecting Pupil Data and Medical Information

At this time of year we would normally send out to you a data collection sheet for you to check and sign, this allows you to update us with any changes to emergency contacts, addresses and medical information amongst other things. This is in accordance with Regulation 5(1)(c) of the Education (Pupil Registration) (England) Regulations 2013.

This year we are approaching it differently and have created an online form for data collection, amendments and updates. As these will replace the current paper documents we are asking if you would kindly complete for your child/children. Next year, on the review date, you will only have to update us with any changes. (Please note if any of the information changes during the school year please contact the school office to update the record as soon as possible)

You can access the form here:

https://forms.office.com/Pages/ResponsePage.aspx?id=6v68aJl1ZUGJI5sSsqoAFMZ11b_C7rNNk5sdCU4FX7BUMUxRSVRIREYOvUdYWEpJRkc2RDBVUFpUOC4u

We will also send out a text link you can use on a mobile device.

If you have identified your child has a medical need an individual healthcare plan needs to be prepared, setting out what support your pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

If your child has any medical needs or a medical condition please complete and submit the additional online forms for an Individual Healthcare Plan and Parental Agreement to Administer Medicine (if required).

Individual Healthcare Plan

https://forms.office.com/Pages/ResponsePage.aspx?id=6v68aJl1ZUGJI5sSsqoAFMZ11b_C7rNNk5sdCU4FX7BUMzcyRDZFOVhUM0xOSTNTWFkyQIRLRjdVNi4u

Parental Agreement to Administer Medicine

https://forms.office.com/Pages/ResponsePage.aspx?id=6v68aJl1ZUGJI5sSsqoAFMZ11b_C7rNNk5sdCU4FX7BUNKNLOEY5WDdEMzNQVIVTOE1DVETJOEZR5i4u

Thankyou for your continued support.

Yours sincerely

Mrs L Hackfath
Headteacher