



Ms Claire Jones
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Dear parent/carer,

MEDICINES, HOLIDAY REQUESTS AND OTHER PROCEDURES

As we are starting a new academic year we thought it would be helpful to remind everyone of the school's procedures for medicines, absence requests and other such items.

Medicines

If your child requires medication to be taken during the school day you must complete a Medicine Request form (copies available from the carousel in the main lobby or from the school office), giving details of the type of medication, dosage etc. Please note that we can only administer *prescribed* medicines, not over-the counter medicines and only for those needed to be given more than three times a day.

Leave of Absence Requests

If your child/ren are likely to be absent from school for any reason other than for medical appointments (hospital, dentist, doctors) you need to complete a Request for Pupil Leave of Absence from School in Exceptional Circumstances form (copies available from the carousel in the main lobby or from the school office) *prior* to the proposed absence (permission cannot be granted retrospectively) and hand it in to the school office (NOT the class teacher). The headteacher aims to respond to your request within 5 working days.

Medical Appointments

If your child/ren need time out from school to attend a medical appointment please complete a Dentist, Doctor and Hospital Appointments form (copies available from the carousel in the main lobby or from the school office) and hand it in to the School Office. The office will notify the class teacher of the planned absence.

Sickness Absences

If your child is absent due to ill-health, please telephone the school by 9.30am and leave a message on the answerphone (selecting Option 1 on the menu), including your child's name and class. We follow-up any unexplained absences as soon as we are able after this time but it helps us immensely if parents inform us as early as possible.

Late Arrivals

Pupils should be in class, ready for registration by **8.50am** so that lessons begin on time at 9.00am. Entrances to the school buildings are closed at 8.50am and any pupils arriving after this time will need to report to the school office via the main entrance to ensure they are marked in the register. The school gates are locked at 9.00am.

Milk - Orders/Cancellations

If your child would like to have milk at school or you wish them to stop receiving milk, please visit the website of our chosen provider www.coolmilk.com and follow the instructions on the site.

Nut-Free Zone

We have a child in school that has a severe allergy to nuts and sesame seeds. Please remember that the school is a nut-free zone. Please ensure that your child's lunchbox does not contain any nuts, sesame seeds or any nut-based spreads (e.g. Nutella and peanut butter).

School Car Park

Please note that the school car park is for staff and official visitors only. Please do not use the car park during pick-up and drop-off times and, for health and safety reasons, please do not cut across the car park for any reason, particularly if accompanied by young children, at these busy times.

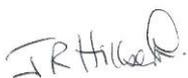
In addition to the above, please note the following new requirement, effective from the start of this term:

Reporting of Accidents/Injuries Outside School

Parents are requested to notify us of any accidents, incidents or injuries which may affect their child prior to leaving them at school. A note will be made of any existing injuries together with details of how the injury was received.

Thank you for your co-operation.

Yours sincerely,



Mrs Jane Hilbert
Administration Manager