

Dear Parent/Carer,

I am looking forward to seeing all our children back to school on Thursday.

As most of you are aware, the first day back is always very busy and I am aware parents/carers may want to drop medication off, or to discuss their child's medical needs.

To reduce the waiting time, I would be grateful if you would please complete the attached authorisation form and return to me with your child's medication on Thursday morning, clearly labelled with your child's name and the expiry date of their medication.

For parents/carers of children in year 4, 5 or 6, please only complete the authorisation form if your child is on any new medication different to those prior to lockdown.

I will be based outside the front of school at the main entrance from 8:15am – 9:00am for any parents that need to drop off medication. However, I understand that there may be some parents that will need to meet with me to discuss their child's medical needs and I may also need to complete an Individual Health Care Plan. The Individual Health Care Plan will be available to collect on Thursday morning and I can then arrange a time with you to discuss further your child's medical needs.

Kind regards,

Cathie Stone

School Matron