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22nd May 2020

Dear Parents and Carers,

We have now reached the end of a rather unique and challenging term. This term we have provided a school based provision to a small number of pupils who have needed to be in School, whilst working hard to ensure the safety of both pupils and staff. In addition to this we have set up 'online classrooms' using Microsoft Teams to help support pupils and their families. This has enabled pupils to maintain contact with some of their peers and class staff and to continue with their learning. It has generated extremely positive feedback. You should already have received an invitation to join from your child's class teacher. Please let them know if you have any queries.

Most families are now receiving the school updates letters, our 'Together Stronger' newsletters and other useful information which is regularly sent out on ParentMail. Please let the school office know if any of your contact details have changed (emails, telephone numbers, addresses etc) so that you can continue to access any information which is sent out. Keeping us informed of any updated contact information also enables staff teams to maintain contact through the regular calls and emails to parents/carers which have been taking place this term.

Alex has been keeping families updated via social media posts and I know that many of you have enjoyed the regular 'TikTok' videos on our Facebook and Twitter pages, featuring our energetic on-site teams. I would like to thank them for keeping us all entertained with their innovative ideas and dance routines. I would also like to thank the staff and families who have sent photos and videos for us to share on our Facebook page, which has helped us all to remain connected during this challenging time.

Staff

We have welcomed some new staff this term. Sam and Charlotte have joined us as Teachers. Suzie has joined us as a Specialist Teacher. Jana, Caroline and Jennifer have joined us as Teaching Assistants. We would like to wish them all the best at Five Acre Wood School.

Healthcare Plans

Please can I remind all parents/carers that in the interest of your child's health and safety, it is your responsibility to ensure all information on Healthcare Plans is kept up to date.



I would like to wish you all an enjoyable half term. Please keep yourselves and your families safe and I look forward to seeing you all again soon.

Kind regards,

A handwritten signature in cursive script that reads "Peggy".

Peggy Murphy
Principal

NOTE TO PARENTS/CARERS REGARDING MEDICATION

To ensure that your child is given the most current prescribed medication of the correct dose and at the right time, please read these guidelines:

1. Please ensure that all medicines sent into school are in the ORIGINAL pharmacy containers/packaging clearly labelled with:

- Your child's name
- Name of prescribed medication
- The dosage and frequency of administration
- How medicine should be given, e.g. by mouth, via feeding tube
- Date medicine was dispensed
- Expiry Date

Any nurse will have the right to refuse the administration of medication to your child if this information is not clearly shown on the label.

2. Please inform the school nurse of any change to your child's regular medication, including alterations to dose, frequency or medication being stopped as advised by a doctor. These alterations need to be confirmed in writing by the prescriber. **We cannot accept verbal alterations and will be unable to give an amended dose unless we have the medication in its original contained with the correct information printed on the label or receive the changes in writing from the prescriber.**

3. If your child is prescribed emergency medication (Diazepam/Midazolam for epilepsy or Anapen/Epipen for allergy) please inform the school nurse immediately. Further information from your child's doctor will be needed regarding when the emergency medication should be given and this will be kept in school so all staff are aware of what care your child needs in an emergency.

4. Please ensure there is a sufficient supply of all the medicines your child needs whilst in school. We will contact you to advise when we are running low.

5. When sending in medication, it must not be put in your child's bag. Instead, it should be handed directly to a member of the class staff. If your child comes into school by taxi, the medication should be given to the escort who will then hand it to a member of the class staff when they arrive at school.