

9th September 2026

Dear Parents and Carers,

We would like to remind all families of the importance of informing school as soon as possible if there are any changes to your child's care, health or therapeutic provision.

This includes, but is not limited to:

- Prescribed medication or changes to existing medication
- Feeding or drinking plans
- Specialist equipment
- Advice, recommendations, or programmes from healthcare professionals or therapists
- Any other changes that may impact your child's support needs in school

To ensure that we can safely and effectively support your child, we require written confirmation from the relevant specialist or professional detailing the change and any guidance on how equipment, medication, or interventions should be used.

Where a change effects your child's Individual Health Care Plan (IHCP), amendments will need to be made. Your child's class teacher will be happy to support you in completing the relevant sections of the IHCP documentation.

When amended IHCP paperwork is sent home, please ensure that you read the information carefully and sign and date the bottom of each page before returning to school. This helps us maintain accurate and up-to-date records for your child.

Thank you for your cooperation and support in helping us provide the best possible care and provision for all our pupils. If you have any questions or need assistance, please contact your child's class teacher or the School Office.

Kind regards,

Senior Leadership Team