



Head Teacher Mrs L Hackfath LLB (Hons) PGCE
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20th January 2023

Dear Parent/Carer

RE: Updated Procedure for Collecting Pupil Data and Medical Information

Please find enclosed 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.

Please check the attached Data Collection sheet and change any information that is incorrect or add anything that appears to be missing eg:- ethnicity, religion, home language, nationality, country of birth, medical practice and any medical condition that we need to be aware of. This information is now required to be collected for the School Census by the Department for Education.

It is VERY IMPORTANT that we have at least two, preferably three contact numbers for your child. If they are ill or injured we must be able to contact you immediately.

If you have identified your child has a medical need an individual healthcare plan needs to be prepared, setting out what support your child 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/r/8TCDKBBAeA>

Parental Agreement to Administer Medicine

<https://forms.office.com/r/GytQwXmMhQ>

Please return the signed form by Friday 10th February 2023.

Thankyou for your continued support.

Yours sincerely

Mrs L Hackfath
Headteacher