



Chadsgrove School & Specialist Sports College



Headteacher:
DEB RATTLEY
M.Ed., B.Ed., NPQH

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MEADOW ROAD
CATSHILL
BROMSGROVE
WORCS
B61 0JL

6th September 2017

Dear Parent/Guardian

I hope that you have all had an enjoyable summer and your child is looking forward to the start of a new year at Chadsgrove!

Please find enclosed the following:

1. Data Collection sheet. It is important that the information contained on this sheet is correct and up-to-date so can I ask that you look through this carefully and return it to school as soon as possible with any necessary corrections. Please sign the sheet at the bottom. It is imperative that you include an email address on the form as we will send all our letters to you by email from now on. If you do not have an email address, please state so on the form. Can I also remind you that if your contact details change during the year you should inform us straight away so that our information remains up-to-date.
2. A form regarding photographs and video footage taken in school for you to complete. Completion of this form will ensure that we comply with your wishes on this matter. Any forms not returned will unfortunately result in school assuming that you are happy for photographs to be taken of your child and used accordingly.
3. Holiday List for 2017/18.
4. Letter regarding administration of medication.

School Uniform

I would like to remind you that school uniform is compulsory for school aged pupils, i.e. Reception to Year 11 inclusive. The uniform is:



Navy sweatshirt with school logo
White polo shirt with or without school logo
Black or grey trousers/joggers/skirt

School Lunches

Please inform school if your child has any special dietary needs that staff should be aware of in regards to Food Technology and school lunches in particular. The cost of a school lunch is £2.00 per day and a menu is shown on the school website. School receives extra remuneration for people claiming free school meals, so can I urge anyone entitled to make a claim to do so even if your child does not wish to, or is unable to, take advantage of this. Forms are available from the school office.

If you wish to send in hot food for your child, we suggest that you use a thermos flask so that it stays reasonably hot for the lunch time. Alternatively, if you require school to re-heat food we will require you to sign a disclaimer letter, which can be requested from the school office.

16-19 Bursary Fund

The Government has given money for pupils in Post 16 (Years 12-14) to the school, to be given to young people who need financial support to stay in education. This is called the 16-19 Bursary Fund. This bursary can be used to help with any costs that you face in order for your child to attend Chadsgrove during the academic year. The costs could include items such as transport, books, help with educational visits etc.

This Bursary is only available for those students in Post 16 and is primarily for those on free school meals. If you think that you qualify then please contact school as soon as possible for more information.

Jewellery

Whilst writing I would like to remind you that it is a legal requirement that all jewellery is removed for P.E. lessons and swimming. To avoid any unnecessary upset, can I therefore request that jewellery items are not worn on P.E./swimming days.

Swimming

Can I please remind you that if your child wears incontinence pads in school you will need to purchase specialist swimwear and send this into school if you would like your child to swim. There are various websites on the internet for you to purchase this swimwear e.g. www.incywincy.net.

We are unfortunately required to adhere to the ruling of '**no appropriate swimwear, then no swim**', as the health and safety of all of our children is of the utmost importance, as is our adherence to the Health and Safety Pool Operating Policy.

School Photographs

We have organised for a company to come into school to take school photographs on Monday 6th November. Siblings are welcome to attend to have their photograph taken also, all we ask is that you contact Justine in the School Office to let her know.

Parents Evening

Parents Evening will be held on Thursday 9th November 2017 from 6.00pm – 8.00pm. We look forward to seeing you all there.

Meet the Class Team

We would like to invite you to meet your child's class team on Thursday 21st September 2017 3.45 – 5.15pm.

If you have any queries regarding any of the above, please do not hesitate to contact me.

Yours sincerely

Deb Rattley
Headteacher

Enc.



To celebrate school events we regularly invite the press to take photographs of the children for publication. Examples of this include drama productions, sports events, award giving etc. We also put photographs of the pupils on the school website to give a flavour of the events taking place at school.

To ensure that we comply with parents' wishes on these matters, please complete this form and return it to school so we have a record of your views.

NEWSPAPER ENTRY

I give permission for my child's **photograph** to appear in a newspaper report of an event at school: **YES/NO***

I give permission for my child's **full name** to be printed in a newspaper report of an event at school: **YES/NO***

I give permission for my child's **first name** to be printed in a newspaper report of an event at school: **YES/NO***

SCHOOL NEWSLETTER ENTRY

I give permission for my child's **photograph** to appear in a newsletter report of an event at school: **YES/NO***

I give permission for my child's **full name** to be printed in a newsletter report of an event at school: **YES/NO***

I give permission for my child's **first name** to be printed in a newsletter report of an event at school: **YES/NO***

SCHOOL WEBSITE

I give permission for my child's **photograph** to appear on the school website: **YES/NO***

I give permission for my child's **first name** to be printed alongside their photograph on the school website: **YES/NO***

I give permission for my child's work (e.g. artwork) to appear on the school website (not names): **YES/NO***

OTHER USAGE

I give permission for my child's **image/video footage** to be displayed on the TV screen in reception (not named) **YES/NO***

I give my permission for my child's photograph to be printed on the school's 'Brochure Cover' etc. No name will appear: **YES/NO***

I give permission for my child to be videoed in school e.g. for assessment purposes/school productions etc. **YES/NO***

I give permission for my child's voice to be recorded in school for a podcast **YES/NO***

I give permission for my child's voice in a podcast to be uploaded onto the internet **YES/NO***

I give permission for images/videos of my child to be used on the school's social media accounts (Twitter & YouTube) **YES/NO***

Signed Print Name

Parent of Date

**Please delete as necessary*



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Dear Parents/Carers

May we take this opportunity to remind you about the procedures we have to follow in school regarding administration of medications.

- We are only able to administer medications that have been prescribed by your child's medical professionals and are pharmacy labelled; this includes medications such as pain relief or cough medicines which may be needed on a temporary basis.
- If you think your child may need pain relief such as Paracetamol from time to time, please obtain a supply on prescription and send it into school with the pharmacy label attached, written instructions and consent. The School Nurses will write the medication onto your child's care plan. If appropriate, the School Nurses or Medications Manager will check with you if they think medication may be needed and confirm when the last dose was given.
- It is no longer the case that when pupils start a course of antibiotics, they should remain at home for the first 24 hours, in case of allergic reaction. As long as pupils are well enough they may come to school as soon as they are able. If antibiotics need to be given during the school day, please send in pharmacy labelled medication with written instructions and consent.
- May we request that parents and carers are mindful when it comes to sending in any food items that may contain nuts. We do have a pupil with a severe nut allergy and we are keen to reduce risks as much as possible. Thank you for your help in this matter.

Please accept my apologies for any inconvenience these procedures may cause and contact either myself, Jen Lacey (Medications Manager), or the School Nurses for further information.

Yours sincerely

Elizabeth Morgan
Assistant Headteacher