



Telephone: 01527 871511

Email: office@chadsgrove.worcs.sch.uk

Website: www.chadsgroveschool.org.uk

Meadow Road, Catshill, Bromsgrove, Worcs B61 0JL

Headteacher: **DEB RATTLE**

M.Ed. B.Ed. NPQEL

8th September 2020

Dear Parent Carer

I hope that you have all had a safe and enjoyable summer! Thank you all for your co-operation with the changes we have had to make in school, we really appreciate this.

As an update on our guidance can I please ask the following:

- Only one parent carer enters school each day with their child or collects their child please. We have designated staff supporting children to their classes. This reduces the footfall in school. If staff are not available, of course, we will appreciate you taking your child to their class but where possible we are trying to reduce the number of people coming into school to reduce the risk in this current time.
- If you wish to bring/collect your child from school rather than using home to school transport, you can access Direct Travel Payments. Please contact WCC Transport regarding this.
- Please sign your child in on the sheet at the front of school. Children do not have to be signed out at the end of the day.

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. We need at least 2 emergency contact details and it is imperative that you include an email address on the form as we will send all our letters to you by email. If you do not have an email address, please state this 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. Holiday List for 2020/21.
3. 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

We request that Post 16 pupils wear smart casual clothing and definitely **no** vest tops.

School Lunches

Please inform school if your child has any special dietary needs that staff should be aware of in regards school lunches. The cost of a school lunch is £2.50 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.

Bathroom Changes

For those pupils who require bathroom changes can you please ensure that you send in adequate pads/nappies and baby/wet wipes with your child.

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. A form has been included with this letter for pupils in year 12, 13 and 14.

Parents Evening

Parents Evening will be held remotely or by a telephone call on Thursday 22nd October 2020. Teachers will be in touch with you closer to the time.

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

Yours sincerely



Deb Rattley
Headteacher

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Dear Parent 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 General Sales Medications such as pain relief or cough medicines, which may be needed on a temporary basis.
- We will only administer medication in school that is required to be taken 4 times a day.
- Please ensure you provide all the equipment required to carry out all interventions such as syringes, tablet crushers etc.
- 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 parent carers are mindful when it comes to sending in any food items that may contain nuts.

Please accept my apologies for any inconvenience these procedures may cause and contact either myself or the School Nurses for further information on the school number above.

Yours sincerely

Jen Lacey

Jen Lacey

Medical Interventions Manager