



Guru Nanak Multi Academy Trust Ltd

Incorporating:
Nanaksar Primary School &

8th October 2018

Dear Parent/Carer

To ensure the safety and wellbeing of your children, we have put together some important reminders regarding contact details, attendance and welfare. We hope that you will read through this information and keep them as reference points.

Contact Details

Please ensure the Academy has **up-to-date contact numbers** for your child. If there are any changes with telephone numbers, e-mails or addresses, you must inform the Academy immediately by a signed and dated letter ('change of details' form is also available from the office).

Download the **School Gateway app** to ensure you receive up-to-date notices and letters from the Academy. Medical and attendance information will also be sent using School Gateway where possible.

Contact with the Welfare Office can be made via telephone: (020 8573 6085 - Primary Ext 324 and Secondary Ext. 227), text (School Gateway) or e-mail: welfare@gnsa.co.uk.

Attendance

- Any absence from school will require parents/carers to contact the school before 8:00am for the Secondary phase or **before** 8:30am for the Primary phase
- Details should include: full details of your child's name and form/class, your name and relationship to the child and the reason for their absence (please include symptoms, details of appointment and any other relevant information)
- **Contact should be made to the school on every day of the student's/pupil's absence**
- Please also inform the school using the above procedures for late arrivals
- All absences will be followed up by the Form Tutor/Primary Welfare Officer



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• An unauthorised mark will be given to any absences that we do not receive a message for. These absences may be referred to the relevant Local Authority.

Medical Conditions

- Parents/carers are expected to advise the Welfare Office immediately if;
- there is any change with a medical condition or if a new condition develops or an old one ceases
- medication given to your child changes in any way or a new one starts
- **It is the responsibility of the parents/carers to ensure that all medication given to the school is prescribed and in date.** This includes medication that has been given for short term use e.g. anti-biotics
- All medication should be handed into the Welfare office by a parent/carer in the morning.

We now have emergency inhaler packs for asthma in the Secondary Phase. This means that we will not be keeping student's / pupil's spare inhalers in welfare.

- Secondary students will keep their inhaler on them in their blazer.
- Primary pupils will keep their inhaler in their classroom and spares in welfare as they have not got the emergency inhaler kits in place at the moment.

Spare allergy medications are still kept in welfare. Primary pupils have their medications kept in their classroom. Secondary students are encouraged to keep theirs on them at all times, preferably in their blazers.

We have a number of students/pupils that have allergies in school. We would ask all our parents/carers to be mindful and NOT send in any food items for birthday treats.

Medical Appointments

Medical appointments must be made outside of school hours, particularly for dental and GP appointments. Where this is not possible, the following procedures should be followed:

- Secondary phase students **MUST** collect a permission slip and have parents complete it. Students will then ensure they have their medical evidence to show to their Form Tutor and Progress Leader. The permission slip should be handed in at the main reception by the student at the time of leaving for the appointment. For Primary phase the parent/carer must complete the permission slip and hand it to the primary office. For both the Secondary and the Primary phase, the permission slip must be completed at least 24 hours prior to the appointment.
- Medical evidence in the form of appointment cards or hospital letters must be provided.
Secondary students – a note in the diary from a parent/carer and evidence shown to the Form Tutor.
Primary pupils – parents/carers need to complete a permission slip with medical evidence and hand it in to the Welfare Office.
- Evidence of appointments can be sent to welfare@gnsa.co.uk or [via School Gateway](#). If an emergency appointment is made, then an appointment card should be collected from the doctor/dentist and handed to the welfare office with full name and form/class. If you are unable to obtain evidence, a note must be provided by the parent/carer explaining the reason for the absence.

- All students/pupils going for appointments during the school day **MUST** be collected by a parent/carer or an authorised person, **from the main reception located in the Primary School.**

We hope you will give your full support to the Academy on this matter in order to help your child achieve their full potential and ultimately improve upon their attainment and progress.

Yours faithfully



Mr T Perryman
Assistant Principal (Pastoral)
Secondary Phase



Mrs P Dhaliwal
Assistant Principal
Primary Phase