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16<sup>th</sup> October 2026

Dear Parents and Carer,

### **Reporting of Minor First Aid and Health-Related Concerns**

Last academic year, we introduced a new system for how we communicate with families, when children ask for first aid or report health-related concerns during the school day.

This letter reiterates that system and will be especially useful information for families who have just joined us.

For minor health-related concerns or routine first aid, parents/ carers will be informed in the first instance through an in-app message or email from the school. This allows us to keep you updated promptly while ensuring that staff can continue to supervise and support children on site.

If a child becomes seriously unwell, their condition worsens, or if we feel that their condition requires a discussion with you, we will contact you by telephone using the emergency contact details you have on file with the school. These are updated at the beginning of every academic year by parents/ carers. This ensures that urgent matters can be addressed quickly and directly.

Importantly, if a child feels unwell at all, and they specifically ask to speak to you, we will always endeavour to facilitate this as soon as possible. Often reassurance from our children's primary caregivers is just what is needed!

Thank you for your continued support.

Kindest regards,

Miss G Johnson  
Principal