**Red Hall Primary School, Headingley Crescent, Darlington, Co Durham, DL1 2ST**

**Tel: 01325 254770**

**www.redhallprimary-darlington.co.uk**

**Email:admin@redhall.darlington.sch.uk**

26th March 2018

Dear Parent/Carer,

**COLLECTION OF MEDICATION & LOST PROPERTY**

As outlined in our Administration of Medication policy we require all medication in the school to be collected at the end of each half term.

Please visit the school office after 3.15pm on Thursday 29th March if your child has any medication in the school. All medication relating to your child will be signed back over to you to take home.

Please ensure you bring the medication back to school on Monday 16th April 2018 when this will be checked and signed in accordingly.

**ANY MEDICATION REMAINING AT SCHOOL AFTER 4.00PM WILL BE SAFELY DISPOSED OF AT A LOCAL PHARMACY.**

Lost property will also be out on display, Thursday 29th March on the school yard - please look through for any items your child may have lost!

Thank you for your co-operation in this matter.

Yours faithfully,

Ms J Davidson

Headteacher

\*Please note all copies of school letters can be viewed on the website at [www.redhallprimary-darlington.co.uk](http://www.redhallprimary-darlington.co.uk)