



15.12.2022

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 the school half term. School closes on Tuesday 20th December, re-opening on Wednesday 4th January 2023 (2 weeks).

Please visit your class teacher at home time for the medication to be signed back over to you from 3.15pm on Tuesday 20th December.

If your child has any medication kept in the school it **MUST** be returned back to you as we are closed for the two-week holiday.

When we return to school on Wednesday 4th January, all medication will need to be signed back in via the school office, where this will be checked and signed in and sent down to class.

Lost property will be out on display on the school yard, each day during the last few days of term. Please look through these boxes for any items your child may have lost.

Please may I take this opportunity to ask all parents to label their child(ren)'s uniforms as the lost property box is becoming enormous!

Thank you for your co-operation in this matter.

Yours faithfully,

Miss Henry

Acting Head of School