

# Tangmere Primary Academy

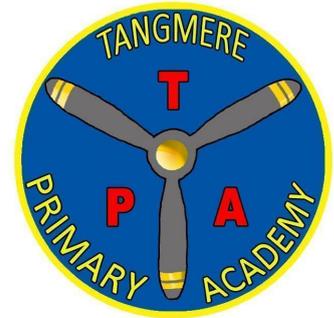
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Thursday 7th April 2022

Dear Mums, Dads and Carers

I cannot believe that we are in the last week of the Spring term, meaning that we are nearly two thirds of the way through this academic year - where does the time go?

I just wanted to send home some information before the end of the term, some new and some reminders.

### **Non-Uniform Day - This Friday**

Tomorrow, Friday 8th April, will be a non-uniform day for the children to mark the end of term - no donation required.

### **Medicines Policy (New Information)**

We are currently reviewing our medicines policy and there are some measures that we need to bring in with immediate effect in lieu of the policy being published in the Summer term. These are as follows:

In School we can administer **Prescription Only Medicines** that meet the following criteria:

- the medicine is in-date
- the medicine is provided in the original container as dispensed by a Pharmacist, with your child's name, address, telephone number, and the company logo displayed
- the medicine includes instructions for the administration, dosage and storage
- the packaging has not been altered in any way
- a consent form has been signed and agreed by parents/carers and the headteacher

We would ask that where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken out of school hours.

Prescribers should also consider providing two prescriptions, where appropriate and practicable, for a child's medicine: one for home and one for use in school, to avoid the need for repackaging or re-labelling.

We will not be able to administer **any Non - Prescription Medicines** in school. If any parents/carers wish to come up to the school to administer non-prescription medicines, or prescription medicines they will need to complete and sign a Medications Register for their child, detailing what medicine they have administered, the dosage and at what time. This register will be retained at school so we have a clear record of all medication administered to every child.

Children will not be able to carry around any medicines, - prescription or non-prescription. This includes items such as lip salve products, cough sweets etc.

### **Start and End Times of the School Day (Reminder from Friday's Bulletin)**

As many of you will be aware, as a result of the pandemic we adjusted and staggered our start of the day and end of the day timings.

**From Monday 25th April**, after the Easter break, we will be returning to our pre-covid timings.

In the morning, gates and doors will be **opening at 8.35am** for all year groups, Reception - Year 6, and will be **closing at 8.45am**. All children from years 1 - 6 can walk into the main gates on their own. Children are expected to be in their classrooms and ready for the day's learning by 8.50am.

At the end of the day, gates will be **opening at 2.55pm** for the parents/carers of children in Reception and Year 1 to come and wait on their respective playgrounds. The children will be brought out to you **at 3.00pm**.

Parents/carers of children in years 2 - 6 will continue to wait outside the main school gates and the children will be brought out to you **from 3.00pm** - youngest year groups first.

Children in years 5 and 6 can continue to walk home on their own if they have the permission of their parents/carers.

Nursery children will continue to come into school **from 8.45am and go home at 11.45am**.

Thank you again for all your understanding and support as we have had to bring in measures and change things over the past couple of years.

Kind Regards

Mr Paul Turney

Headteacher