

Wednesday 9th February 2022

Dear parents/carers

Please can we remind you that all messages for teachers and class are to come through the main school office and not to be direct messaged through Class dojo. Messages can be sent to the office through your MCAS app and they will be received by Miss Schofield. Please select Messages > start a new conversation.

Mr Foster & Miss Sweeting are receiving messages from parents when they are carrying out other duties for the Trust and may not be able to pass on the messages.

We are also receiving a lot of alternative pick up calls right up to when it is the end of the school day, this is taking Miss Schofield away from the phone and door to help other parents and also has an impact on learning in the classroom each time a message is passed on. Can we ask that all messages are given to the class teacher in the morning when you drop off, or as early as possible in the day.

IMPORTANT INFORMATION REQUIRED

We are getting a lot of parents asking about school dinners and allergy considerations, but we haven't been told of the changes. Can we ask all parents to update Medical / Dietary needs for their child on the MCAS app.

There is an option to select No medical or dietary need. Everyone will need to update this before we finish for half term on 18th February and this allows the office to process everyone's needs and requirements.

If your child does have a dietary allergy you can update on MCAS but you may also receive another form from school which requires further information so that we can pass on to our catering provider.

If your child develops an allergy or medical condition throughout the year, this can be updated at any point. Where your child has a need for medications this must be prescribed and handed into the school office for a consent form to be completed and **not** given to your child to take to class. No medicine can be administered without the consent form being completed.

*Please update this information on MCAS > Data Collection > Student > Edit Medical Conditions > medical details > press no medical selected. **BEFORE 18TH FEBRUARY.***

Thank you for your cooperation

Kind regards,



Miss Sweeting
Principal