

6th February 2024

Dear parents and carers

As part of the home school agreement that every parent signed when their child started school at Preston Manor you agreed to the following point.

Wellbeing & Communication

As a Parent/Carer I will:

Make sure that the school always has an up-to-date emergency contact number and accurate medical details

Last year we sent out data sheets to all parents requesting confirmation of contact details /collection arrangements and the following changes were sent to us directly, these were the changes recorded at the time.

Contact Information changes

Change of address 3
Emergency Contact numbers changed 14
Emergency contacts added 15
Emergency contacts removed 11
Gp changes 12
Dietary notes added 4

Collection from school changes

People removed 51
People added 100
Spelling changes 16

As you can see there were a lot of changes to process and we rely on you as parents and carers to keep the information flowing if there are any changes. Last minute changes to collection arrangements must come via the school office (0208 385 4089) by the parent phoning the school office to communicate these so that we can tell the class teacher who to dismiss your child with.

Medical Information

Healthcare plans for students who require regular medication or who have medical conditions are reviewed and signed annually between the parents and the school welfare officer. If your child develops a medical condition or requires the school to administer prescribed medication please contact Mrs Bharj in the welfare office

Requests for supporting school letters for Visa Applications

Please allow 2 working days notice if you require these letters. Please note they will not be actioned out of school hours or in school holidays.

With many thanks for your continued co-operation

Yours sincerely

Mrs Lucy Allman
Office Supervisor