

The Island Project School

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Serving the needs of children with autism and related communication disorders in Warwickshire & the West Midlands

11th August 2017

Dear Parents and Carers

PARENT PACKS

Please find enclosed the parent packs for annual update as follows:

1. **Parent/Carer Information.** Can you please note that there have been quite a few updates to this, so please do read carefully.
2. **Parent/Carer Contact Information.** Following the sad death of a 4 year old boy with autism in October 2016, new guidance has been issued following a report by the Coroner to the Education Secretary. The report recommends that :
 - a. Schools should hold at least three different numbers for different adults;
 - b. Schools should immediately send a member of staff to the home when contact cannot be made by phone with the parent of an unexpectedly absent child; and
 - c. If there is no answer when staff visit the home, the police should be called immediately.

As a School, we obviously take the welfare of our pupils and their families seriously, and are keen to follow best practice at all times. The above will be reflected in our Child Protection Policy when it is next updated, but in the meantime, can parents please ensure that we have this information as requested in the form.

In particular, it is important that, for working parents, we also have a contact number for work so that we can contact them in emergencies.

3. **Administering Medicine Consent Form.** Please note that if you would like us to administer over the counter medication, such as pain relief, you should provide this in a labelled bottle with a specific completed consent form.
4. **Photograph and Video Consent Form**
5. **Trip Consent Form**

Continued

Finally, can you also please advise school if you are away during the School term, and if so, who we should contact in your absence? This is so that we can continue to have the daily contact with parents and carers which is so important to the wellbeing of our pupils.

Can you please return these to School or College by the end of the first week back.

Kind Regards

Sarah Gallagher
School Principal