



27<sup>th</sup> March 2023

## **Llandudno Parent Meeting**

Dear parent/carer(s),

I would like to invite you to an information meeting to share details of the residential and to allow staff to answer any questions you may have. The meeting will take place on the 19<sup>th</sup> April at 5:15pm. Please come to the main school office. Could we politely request that children do not attend the meeting as information will be shared with them in school.

If your child has a medical need or allergies or may need additional support, we urge you to attend the meeting so that details can be shared with staff members. Please note that all medicines, along with an administering medicine permission form, should be given to teachers by 26<sup>th</sup> April in order to allow this to be cross referenced against medical forms and the appropriate risk assessment and paperwork to be completed. The only exception to this, would be when medicine has been prescribed by a doctor after this date; in this instance, we ask that you share details as soon as possible.

If you have any questions in the meantime, please direct to the class teacher in the first instance or to myself at [nstewart@chapelfordvillageprimary.co.uk](mailto:nstewart@chapelfordvillageprimary.co.uk) if you need further support.

Kind regards,

Nichola Stewart  
Assistant headteacher