



## GUISELEY SCHOOL

23 September 2020

Dear Parent/Carer

Please find attached a copy of the information the school holds regarding your child.

It is essential that this information is up to date and so, to that end, can you please read the form thoroughly. If there are any changes, please make them and return the Record Sheet to school by Wednesday, 30 September 2020.

In particular, I would like to draw your attention to the following areas of the form:

- Contact details
  - Can you please ensure that any changes to mobile phone numbers, addresses and work contact details have been made on this sheet so we can make contact with you in case of an emergency.
  - Wherever possible, can you provide an accurate and up to date email address as this is now our primary method of communication with parents/carers.
  - We now require at least **TWO** contacts for each pupil so please ensure we have the name and detail of two adults and their relationship to the pupil.
- Medical notes
  - Please include any medical information that you think would be useful for school to know in the 'medical notes' section. This is to inform us of any allergies or medical issues that are managed by the child **without prescribed medication** and that will not affect their day-to-day ability to access lessons. It is also where you would include information about previous illnesses/injuries we may need to know about but that are not currently being treated.
  - An example of these types of medical note would be: fallen arches; hay fever; allergic to Elastoplast; anxious; eczema etc.
- Medical conditions
  - This section is where you should include information about **current/existing medical conditions** that are being **treated by a medical professional** or involve **prescribed medication**.
  - An example of these types of medical condition would be: asthma; heart condition; allergies requiring the use of an epipen; diabetes etc.
  - If you complete this section for your child, you must **ALSO** complete an Individual Health Care Plan (IHCP) and return it to school with this form. **The IHCP can be found on the school website at <https://www.guiseleyschool.org.uk/parents-carers/injury-and-illness>**
  - Please note that Individual Healthcare Plans must be updated each year and any existing ones will be securely destroyed. **It is therefore essential that you complete a NEW IHCP for your child, even if you have completed one previously.**

PTO

Fieldhead Road, Guiseley, Leeds, LS20 8DT 01943 872315 [guiseleyschool.org.uk](http://guiseleyschool.org.uk) [info@guiseleyschool.org.uk](mailto:info@guiseleyschool.org.uk)  
Headteacher: Mr Paul Clayton



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## GUISELEY SCHOOL

- Infectious diseases

- You will be aware that infectious diseases may be very serious for some people who may be more vulnerable for a number of reasons.
- In order to protect vulnerable students and staff in school it is very important that you inform School as soon as you become aware that your child, or any family members/close contacts, have been in contact with and may be a carrier for any biological agents such as:

**COVID-19**  
**Chicken Pox**  
**Measles**  
**TB**  
**German Measles**  
**E-Coli**  
**Meningitis**

- This information should be marked for the attention of Megan Thomas, Headteacher's P.A. Messages may be sent via email to [info@guiseleyschool.org.uk](mailto:info@guiseleyschool.org.uk) or by telephone through Reception or Attendance.
- In a similar vein, should your child, or any of your family, be vulnerable if exposed to these diseases then please let us know so that we can keep you informed of any such occurrences.

Yours sincerely

Paul Carney  
Deputy Headteacher

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