3rd September 2025

**🌟 Saxon Hill Academy – Welcome Back to School 🌟**

**Dear Families,**

We are delighted to welcome you and your children back to Saxon Hill for the start of a new school year tomorrow. We hope you have had a restful summer and are looking forward to the exciting year ahead.

**🏫 Reception & Waiting Area**

Over the holidays, we have made some changes to our waiting and reception area. These adjustments are designed to keep our pupils safe at all times, while still ensuring that families are greeted with the same warm welcome from Faye and the team. Thank you for your patience as we all get used to these new routines.

**👕 School Uniform**

We are especially excited to see our secondary pupils looking so smart in their new blue uniforms (for those who have chosen to change).

**📲 Home–School Communication**

* Daily updates will now be shared on our Evidence for Learning app, giving you a window into the wonderful things your child is experiencing at school.
* If you do not yet have access, please email the office and we will support you to get set up.
* Home–school books will continue to travel in school bags but will now contain only key information and brief notes.
* Once your child has settled, your class teacher will send home a timetable so you know when they have PE, swimming, and other activities.

**📅 Attendance**

* Please report all absences using the online form on our school website.
* In line with DfE guidance, the office team will request to see appointment details for authorised absences.
* Our updated Attendance Policy is also available to view on the website.

**🚐 Drop-off and Collection**

The first few days of term can take a little longer as new transport arrangements are put in place and medication is signed into school. Thank you for your patience and understanding during this time.

**👜 Items to Send in With Your Child** *(Please clearly name* ***ALL items****)*

* **Nappies** – you can either send in a pack at a time or a couple of nappies daily. When supplies run low, we will send a message home. Please note we do not keep a large quantity of spare nappies in school.
* **Wet wipes** – alcohol- and fragrance-free.
* **Cream** – if required.
* **A drink and snack** for break time.
* **Cup / beaker / special drinking bottle.**
* **Swimming costume and towel.**
* **Equipment** needed in school (e.g. wheelchairs, walking frames, etc.).
* **Medical equipment** needed in school for feeds.
* **A school bag** – for reading books, home–school communication books, and letters home.

**💊 Medication Guidance**

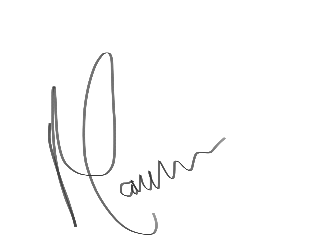
* **Labelling**: All medication must have clear **pharmaceutical labelling** showing your child’s name, correct dose, and times to be given.
  + Labels stating *“As required”* are **not acceptable** unless accompanied by written confirmation from the prescriber.
  + Medication must be **in date**. Please note that some medication has a short shelf life once opened. Pharmacists may dispense into smaller bottles if requested.
* **Supply**: Parents must provide a supply of medication to administer in school.
  + If medication is not provided, pupils may need to be sent home if adequate supplies are not available.
* **Transport**: Medication must be **handed to the taxi driver or escort** for handover to school staff.
  + It should **not** be placed in school or Sleepover bags, as this could pose a hazard.
* **Changes**: Any change to medication, strength, or dose must be confirmed in writing by the **prescribing GP or Consultant**.
  + If immediate written confirmation is not possible, a copy of the new prescription may be accepted in the interim.
  + We cannot make changes without prescriber confirmation.
* **Tablets**: Staff may cut tablets **only if they are scored** and the packaging is labelled accordingly by the GP or pharmacist. Unscored tablets cannot be cut.
* **Feeding equipment**: Parents must supply sufficient syringes and giving sets each week for enteral feeds and medication. These cannot be used beyond the manufacturer’s recommended usage.
* **First Aid**: Minor injuries will be attended to by staff trained in First Aid.
* **Illness**:
  + If staff feel a pupil is not well enough to remain in school, parents (or a nominated responsible adult) will be expected to collect them and take them home or to hospital if required.

⚠️ Paracetamol will only be given if prescribed or with a GP letter.

* Staff can only cut **scored tablets** (if labelled by GP/pharmacist).
* Pupils must stay home for **48 hours after sickness/diarrhoea** (unless due to reflux/other medical reason).
* If unwell, parents/nominated adult must collect child.

We are very much looking forward to a new school year with you!

Warmest regards,



Maggie and Your leadership team