



4th September 2026

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.

Your Leadership Team

We are very pleased to introduce our leadership team for the new school year:

Maggie – Headteacher, Karlie – Deputy Headteacher, Bronwen – Assistant Headteacher, Nicola – Designated Safeguarding Lead and Attendance Lead, Steve – Head of Care, Wess – Site Manager

Together, we are looking forward to working with you and your children throughout the year. Our aim is to make Saxon Hill a happy, safe and exciting place for every learner, and we really value the partnership we have with our families.

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. **If you are dropping your child off yourself, you may wish to come a little later, around 9:15–9:20am, for the first few days to avoid the inevitable queue.** We will have extra staff signing in medication to help speed up the process. Thank you for your patience and understanding as we get everyone settled back into school.

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.

Headteacher: Maggie Candlish

Kings Hill Road, Lichfield, Staffordshire, WS14 9DE

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Home–School Communication

- Daily updates will continue to 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 Attendance Policy is also available to view on the website

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.

Exciting Building Work

We also have some very exciting building work taking place across the school. We are making some of our older teaching spaces much bigger and improving the heating and ventilation in these rooms. This will create much more comfortable, welcoming and enjoyable environments for our learners.

As a result of this work, some of our pupils in the secondary departments will be based in temporary teaching spaces for the first few weeks of term. We appreciate your patience while this work takes place, and we are pleased to say that we expect everything to be completed by the October half-term. We are really looking forward to seeing the finished spaces and the positive difference they will make for our pupils.

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

Warmest regards,

Maggie and Your leadership team

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