



Urchfont C. E. Primary School

Cuckoo Corner, Urchfont, Devizes, Wiltshire, SN10 4RA

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21st October 2019

Dear Parents,

Term one has come to an end already and many activities have already taken place in school.

Our Foundation Stage children have settled into school life extremely well and take part fully in all activities, which is quite remarkable when they have only been in school a few weeks and are a real credit to both school and home.

Years 3 and 4 had a super residential visit at Legge House in Wroughton. I would like to congratulate all of the children for their excellent behaviour and also for their attitude – for many pupils it was the first time that they had slept away from their parents and they were very brave and slept well (especially on the second night!). I would also like to thank Mrs Adams, Mrs James and Mrs Pottinger for accompanying the children. Without staff volunteering their time, activities like this would not happen.

This year, we have once again held a MacMillian coffee morning which is one of the charities we have chosen to support this year. We raised (with your support) £180 with the Decorate a Cup Cake competition, coffee morning and cake sale – thank you to those who took part.

We held a very successful Harvest festival at the church. Thank you for your donations to Devizes Food bank and to those who attended our celebration of Harvest. It was lovely for the children to see the church so beautifully decorated at this time of year.

The administration of medication in schools, by school staff, is controlled by strict regulations for the majority of schools. This has meant that we have adopted a policy of not accepting responsibility for giving medicines to pupils at school. The only exception to this is for children with a specific medical condition.

Where a child requires medication for a chronic condition, staff will be asked to volunteer to administer the medication and they will receive training from a medical practitioner on a yearly basis. Examples of medications in this category include Epi-Pens for severe allergic reactions, inhalers for severe asthmatics or insulin injections for diabetic children. These children will have a Care Plan which has been agreed between the parents, health professionals and the school.

Last year I reminded parents that Staff at Urchfont will, under certain circumstances, administer in loco parentis for common ailments. We are frequently asked to administer prescription medication, painkillers, hayfever medication, creams, eye drops, etc. The frequency of these requests has increased over the years and I ask that you before you bring medication into school, you consider whether an alternative is possible.

- Could you time the doses out of school time or ask for dosages that can be given three times per day?
- Could you or a relative come into school to administer the medication at lunchtime perhaps?
- Does your child really need the medication in school hours or could it wait until 3.15pm?

If you still require us to administer medication, the school will endeavour to give the medicines as requested, but please understand that schools are very busy places and for a variety of reasons there may be occasions when the delivery of the medication may be overlooked by staff. If there is any medication that you feel is essential to be administered promptly, please make arrangements to come into school at the appropriate time and administer the medicine yourself.



Please remember that all requests for administration of medicines must be on the appropriate form which can be obtained from the office. It is a delicate balance for us all, as we want our children back in school and learning but at the same time ensuring their health and wellbeing.

Please may I remind you that staff are not allowed to communicate with parents via any form of social media. This includes "Facebook". This forms part of our staff Behaviour Policy. If this happens, they will block your message and not respond. Therefore if you need to contact any member of staff, regarding a school issue, please do so through either through the school office, who can pass on your communication to the relevant member of staff or by the school email address of admin@urchfont.wilts.sch.uk or for non –urgent matters please use the class email accounts. The class email accounts are not checked on a daily basis so an answer to a query may take many days.

I would like to thank you all for your support as the school has become Nut –free. We have all made changes to our packed lunches and appreciate the diligence that you have shown checking the products that you include in your child's lunches.

And finally, we wish you a lovely half term break and remind you that school begins again on Monday 4th November.

Yours Sincerely,



Mrs CE Talbot
(Head Teacher)

