

Principal: Mr Kay Sarpong

Brook Academy, Mill Lane, Brockworth, Gloucestershire GL3 4ZN

Tel: 01452 221626 **Email:** info@tba.clf.uk

www.brookacademy.clf.uk

Dear All,

Welcome to the end of week 3. It has been another busy week with playing in the snow, celebrating birthdays of school community members, baking and cooking on campfire in forest school during enrichment.

Medication in School/Illness Procedure

We know it is the time of year when pupil illnesses increase, and they may need medication to support them to attend school. As per our attendance policy, where pupils are not well enough to be in school, please notify the school of absence and reason as soon as possible. However, if they are well enough to be in school and require medication, please complete the attached form and include in writing via email, the following:

- Name of medication
- Dose to be administered
- Time for medication to be administered
- Time last dose was given at home

Prescribed medication must be handed into school in the original packaging with the prescription instructions and pupil name. If it is an over-the-counter medication such as paracetamol, this will also need to be handed in for safe keeping. Brook Academy will not be able to administer any medication on school site without written consent and instructions from parents.

Please note that in the event of suspected norovirus illness (vomiting/diarrhoea), pupils will need to remain at home and return to school only after they have not had a vomit/diarrhoea incident for a period of 48hrs. This is to prevent the spread of a highly contagious illness to the rest of the school community.

<https://educationhub.blog.gov.uk/2023/03/17/norovirus-information-for-parents-schools-and-early-years-providers-if-a-child-is-sick/>

New Pastoral Lead/Safeguarding Manager

Ms Emily Allan with us as our DSL is settling into the community and I am aware has already been in touch with some of you and will continue to reach out to you all to introduce herself and how she can support you with any queries, signposting or a chat. Please do contact her on the school number if you have any concerns or pressing matter and she will be able to help you.

Swimming is Back!!

Swimming is back on Monday for Year 9. Please make sure they have appropriate swimming costumes and can have rash vests/tops in addition but not just rash vests/tops.

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Absence Protocol

Please contact school by 9.30 if your child is going to be absent with a reason. We would then be able to offer any support if need be.

Events this Term

Start of Term 2 Monday 4th November 2024

End of Term 2 Friday 20th December 2024

Festive Lunch Wednesday 11th December 2024

Concerns/Social Media

Please continue to share any concerns with us so that we can to support in school.

Food Bank

Please contact the office if you would like us to provide you with any items from our food bank and any donations will be greatly received.

Have a great weekend and see you next week.

Thank you for working with us and look forward to meeting you all soon.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Kay Sarpong', is written over a light blue circular watermark.



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