

6th October 2017

Dear Parent/Carer

INDIVIDUAL HEALTHCARE PLANS

Statutory guidance states that all schools have a duty to arrange to support pupils at school with medical conditions.

Medical information on pupils is collected on admission to the School, recorded electronically and shared with staff to provide the most effective support. An Individual Healthcare Plan (IHCP) may also be prepared. An IHCP sets out what support each pupil needs and how this will be provided. IHCPs are developed in partnership between schools, parents, pupils, and the relevant healthcare professionals who can advise on a child's case. The aim is to ensure that we can support each child effectively and provide clarity about what needs to be done, when and by whom. The level of detail within plans will depend on the complexity of your child's condition and the degree of support needed.

To ensure our records are up to date, please complete the form accessed by the link below for each child currently attending the School:

<https://forms.office.com/Pages/ResponsePage.aspx?id=7pqNHDxaDUSegDLdzrxYkzsS5G3dJdFEjIQ4Mb1ffF5UNjIFMzFZQjdNQ05PN1VFNk1BV0NXWk9ZVy4u>

Should an IHCP need to be prepared, an existing one adapted, or we require further information, we will then contact you. If you are unable to provide some of the information at this stage, or if it is unknown or not applicable please explain this in the relevant box.

Please submit your response by **20th October 2017**.

Yours sincerely

Dr M J Airey
Head Teacher