



**St Joseph's Catholic Primary School**  
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**Head Teacher: Mr D Williams**

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Friday 26<sup>th</sup> February 2021

Dear Parents,

I hope that you and your families are well, particularly those whose children are currently working at home. We're looking forward to seeing you again on Monday 8<sup>th</sup> March when schools are fully open for all pupils!

You'll be aware, from our bulletin that we are introducing an electronic system for notifying parents of any injuries that occur at school to their child. The software is called 'Medical Tracker' and can also store medical plans and other vital information to help us look after your children. **The key thing for parents to note is that, from Monday 1<sup>st</sup> March, you won't receive a paper note regarding minor injuries. These will be sent by email.** Where parents don't live together, or for those where we have separate email addresses for both parents, the email will be sent to both. With this in mind, we are asking parents to:

- a) Regularly check their email on school days
- b) Ensure that school is notified immediately if your email address has changed.

As was the case previously, parents will receive a phone call if a more serious injury occurs, although these are thankfully very rare! With this in mind, can I ask that you ensure that the emergency contact phone numbers are ones that will be answered. If, for work reasons, you have to turn your phone off, it may be better to put your work number as the contact.

As with any new system, we're aware that there may be 'teething problems', so please email me if you have any problems with any aspect of Medical Tracker. We're keen to get this working as well as possible and ensure that parents are notified very quickly, and certainly before the end of the school day, if their child has had an accident.

We've sent out offer letters to parents who have requested a Nursery place from September. **If you have a child who will be three by 31<sup>st</sup> August 2021, and would like a Nursery place, or if you know anyone who might like their child to come to our Nursery, please email me for information.** At the time of writing, we still have places available and these can be confirmed immediately. Our Nursery runs 8.55-11.55am, with an afternoon session on offer as part of our Wraparound Care where we can look after your child from 7.15am-6pm, or any times within these.

I'll be writing to parents towards the end of next week about the return to work, but I can tell you now that the timings for the beginning and end of the day, that were in place before Christmas, will be the same, so please check that your child arrives and is collected at the correct time. In addition, all the lunchtime and after school clubs will start up again



immediately, including the ones that should have taken place this term and the new after school football club that will take place every Friday.

In the meantime, please don't hesitate to get in touch with me either via telephone or email at [djpwilliams@stjosephscps.co.uk](mailto:djpwilliams@stjosephscps.co.uk) (or face-to-face if your child is in school at the moment) about any issues of concern about Medical Tracker or anything else. It would be particularly helpful to know if you have had any change in family circumstances that might mean that we need to provide your child(ren) with some extra support. I'd also be grateful to know of any changes of address, phone number or email address.

Have a good weekend!

Yours sincerely,

Dominic Williams

