

Sent to years 3/4/5/6 via SCOPAY on 29/1/20

Dear Parent/Carer,

We are trialing a new procedure for logging accidents/incidents which involves recording details of every occurrence on our electronic system, rather than writing out and sending home our traditional paper slips which you may have seen in the past.

Once the accident/incident has been logged on our online system, a report will be printed off and sent home with your child as normal.

We would like to assure all parents/carers that all information will continue to be stored confidentially.

Should you have any queries regarding this, please do not hesitate to contact Debbie Stevens our Welfare First Aider.

Kind regards,

Summerhill Academy