



# Reculver Church of England Primary School

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Head teacher: Mr J Fox BA Hons, PGCE, NPQH

Deputy Headteacher: Mrs J Ashley-Jones B.A (Ed) Hons

23rd June 2014

Dear Parents and Carers,

My name is Mrs Louise Chadwick and I would like to take this opportunity to introduce myself as the new Welfare Assistant at Reculver C of E School. My role here is to look after your child's health and medical issues whilst they are in School.

Every morning, I will be present in Reception to collect any medication that your child may need to take and again at home time to enable me to return their medication to you. Please ensure that you have filled out the appropriate form so I know the dosage to give and at what times! I will have forms on me or they can be printed off from our website.

Please let your child know that all medications will now be held in the medical room which is situated in the Upper School. Any child that has asthma will be responsible for keeping their asthma pumps with them.

Please feel free to contact me should you have any concerns regarding your child's health or welfare. I will be happy to help!

Yours truly,

Louise Chadwick

**Welfare Assistant**

