

# Padnell Infant School

Padnell Avenue  
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Headteacher: Mrs Mandy Grayson BA Hons



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20<sup>th</sup> September 2024

Dear Parent/Carer,

## **Keeping Records up to date**

This is the time of year when we have to get all of our paperwork in order and renewed so we appreciate your attention to the list below.

### **Data Collection & Medical Declaration**

Every year, we have to ask that you consider the information we have for your child. Included in this is: any medical conditions or needs, address, emergency contacts, emails, telephone numbers etc. If you think anything needs updating, please do email us by **Monday 23<sup>rd</sup> September**, (we are aware that year R parents have only just done this but things may have changed since May when you completed it). Don't forget to tell us if anything changes during the year.

### **Change of Circumstances**

In addition to the above, if at any time throughout the year your family or working circumstances change (i.e. redundancy, separation), please let us know so we can check your eligibility for additional funding which will help us support your child further.

### **Complaints Guidance**

We sincerely hope you and your child are happy here at Padnell, and if you did have a query, concern or complaint you would speak to us in the first instance, however we are obliged to inform you of the procedures you would need to follow should you have any cause for complaint. These can be found on our website: <https://www.padnell-inf.hants.sch.uk/site/data/files/policies/3EF1400A0785EF2D6DDC17B90ABCCD9E.pdf>

### **Communications**

As much as possible all letters are sent by email, and sent with our Padnell Post on a Friday afternoon. Please ensure you read this weekly communication. Copies of all letters are added to our website: <https://www.padnell-inf.hants.sch.uk/page/?title=Letters+Home&pid=35>

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## Home School Agreement & Privacy Notice

The Home School Agreement forms an important base for our working partnership in order for your child to achieve their very best. We would urge you to read through it again with your child (it is available to view on our website, or please ask the office for a copy), and continue to work with us by adhering to it. The School Privacy Notice can also be found on our website: [https://www.padnell-inf.hants.sch.uk/\\_site/data/files/policies/DA7454818165EA68545599B3063A7742.pdf](https://www.padnell-inf.hants.sch.uk/_site/data/files/policies/DA7454818165EA68545599B3063A7742.pdf)  
We are required to draw your attention to this each year.

## Permissions

You previously signed permission forms to include animal handling, in school photos, local trips etc. If you would like to review these and make any changes, please email us.

Thank you for your continued support.

Yours sincerely,



Mrs Mandy Grayson  
Headteacher

Our Padnell promise to be a: **G**iving citizen  
**R**esilient learner  
**O**riginal thinker  
**W**ise worker