

16th January 2025

Dear Parents,

As we continue to move towards a more environmentally friendly, paperless school, I am emailing to notify you of a change to our process of recording accidents/incidents. This will take effect from Monday, 20th January.

Accidents/incidents:

	Action taken
Previously	Teachers/ support staff have filled out accident slips in school and these have been sent home with your child, notifying you about what happened, what the injury is that your child incurred and what First Aid (if any) was administered in school.
New process	Teachers/ support staff will fill out digital accident slips in school using our iSAMS system. These will be sent directly to your Parent Portal app, notifying you about what happened, what the injury is that your child has incurred and what First Aid (if any) has been administered in school. For reference, these digital slips will be saved in your child's profile on the app. Child outline icon at the bottom → chosen child → 'Reward & Conduct'.

Thank you for your support in our continued development of our processes and procedures.

Yours sincerely,



Graeme Booth
Headmaster