

The Ridgeway, St. Albans, Hertfordshire. AL4 9NX
Telephone: 01727 799560
Email: admin@sandringham.aetrust.uk
Website: www.sandringham.herts.sch.uk

Headteacher: **Mark Nicholls, BA (Hons)**
Deputy Headteacher: **Caroline Creaby, BA, M.Ed, Ed.D**
Deputy Headteacher: **Kate Mouncey, BSc (Hons) MA**

Letter No: 003/2026

2nd September 2026

Dear Families,

School Allergy Policy Update & Medical Record Requirements

We are writing to let you know that the school's new Allergy Policy is now available on our website. This policy reflects the updated national legislation coming into effect this month and sets out how we keep students safe, how allergies are managed in school, and what information we need from families.

To help us maintain accurate and up-to-date records, please ensure you:

- Notify the school of any medical conditions, allergies or changes to your child's health.
- Complete and return all relevant care plans (e.g. Allergy Care Plan/Action Plan, Medical Care Plan, Asthma Plan).
- Update your child's care plans regularly, especially if symptoms, treatment or medication change
- Provide in-date medication for use in school where required

Please note that some notifications may be sent to you directly via Medical Tracker. These may include incident or accident reports, requests for care plan updates and information relating to medication management. In some cases, we may also contact you by phone where immediate communication is needed.

Thank you for your support in helping us keep all students safe and ensuring we have the correct medical information in place.

Yours sincerely,

Kate Mouncey
Deputy Headteacher