



Totley Primary School
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6th June, 2023

Headteacher: Mr Ben Paxman

Chair of Governors: Mr Nick Harris

Dear families,

It has come to our attention that children in Year 5 and Year 6 have been bringing in unnecessary items into school.

ALL medications – prescribed or non-prescribed – should be brought the main office by an adult and a medication form completed. This includes eczema creams. Sun creams can be in bags as it is not a medication.

It is really important that children who bring phones to school keep them turned off whenever on school property, including outside before and after school. It has come to our attention that children in Year 6 have been staying to play on the MUGA after school and using their phones to take pictures of each other. This is a breach of safeguarding protocol and must stop. If it does not stop, phones with cameras will be banned from school premises.

- Body sprays, lip balms, body creams and lip gloss are not to be brought into school
- Soft toys and other play items should not be brought in (unless discussed and agreed with class teacher or SEN team due to specific individual needs)
- Pencil cases and stationery should not be brought into school. This creates unnecessary clutter and all resources are provided

Thank you for your support and understanding,

Mr M Cooper
Year 5 teacher
KS2 Leader

