

10th November 2025

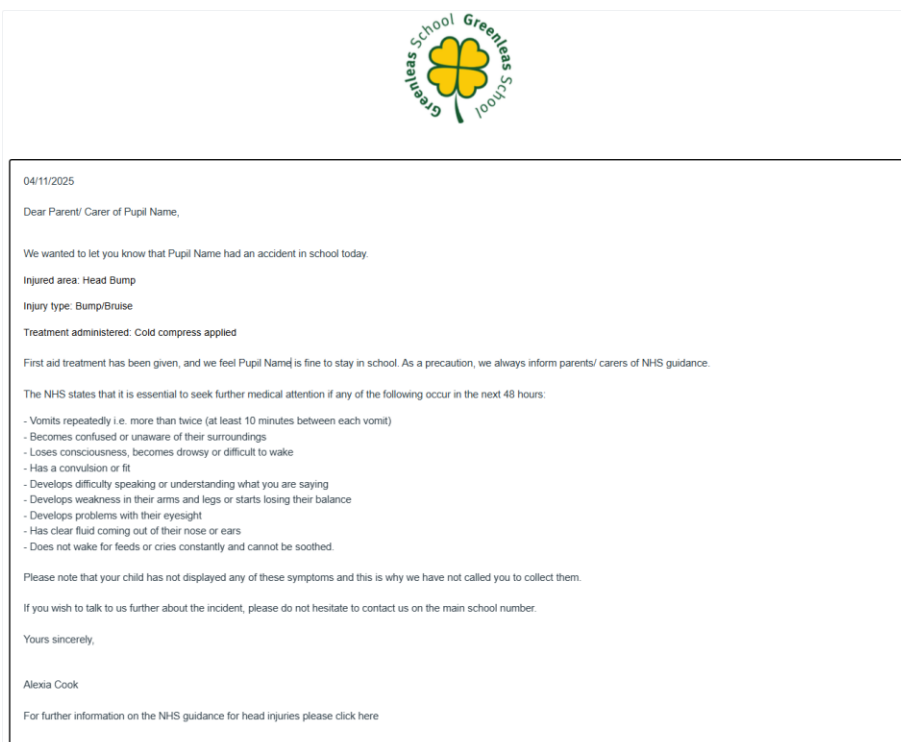
Dear Parents and Carers of Greenleas School,

Change to the way we notify you of injuries to your child

Going forward, we will be changing the way you are notified of an injury to your child at school. For injuries where we judge your child is safe to remain at school you will receive an email notification rather than a courtesy call from the office and a red slip at the end of the day.

Background

Last year we introduced a new system, Medical Tracker, to improve our incident tracking. This has been used successfully in school. We are now ready to move to the next stage which is using the system to replace our paper 'red slip' process. In future staff will send you an email notification at the point at which the incident is logged. This will come as an email and look like this:



Head Teacher:

Mrs Rebecca Clarke

Chair of Governors:

Mr Lewis Wright

office@greenleas.net
www.greenleas.net

Greenleas School

Derwent Road
Leighton Buzzard
Bedfordshire
LU7 2AB

Tel: 01525 371735

Greenleas School

Kestrel Way
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This new system has the benefit that we can include information from the NHS about signs and symptoms you should look out for at home.

Internally our processes for monitoring will remain the same. If your child has a head injury they will be monitored by staff throughout the day. If we are concerned about your child's health during the day we will contact you by telephone.

If your child suffers from a significant injury that requires medical attention we will continue to call you, you would not be emailed in this circumstance.

Yours sincerely,

Alexia Cook

Business Manager

Head Teacher:

Mrs Rebecca Clarke

Chair of Governors:

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