



# Birley Primary Academy

A L.E.A.D Academy

**Headteacher:** Dawn McAughey

**Address:** Thornbridge Avenue,  
Sheffield, S12 3AB

**Telephone:** 01142399002

**Enquiries@birleyprimaryacademy.co.uk**

29<sup>th</sup> September 2023

Dear Parents/Carers,

As we go through the school year, we understand that life can be busy, but it is essential that we maintain accurate and up-to-date information regarding your contact details, your child's medical conditions and consents.

Your contact information is vital for us to communicate important information, such as school updates, emergencies, and other essential notifications. We want to ensure that we can reach you promptly if the need arises. Therefore, we kindly request you to inform us immediately of any changes to your contact numbers, email addresses, or home addresses. Please call into the school office or email on [enquiries@birleyprimaryacademy.co.uk](mailto:enquiries@birleyprimaryacademy.co.uk) to confirm any changes.

Additionally, your child's health and well-being are of utmost importance to us. Knowing about any medical conditions or allergies your child may have is crucial for their safety while they are at school. If there have been any changes in your child's medical conditions, medications, or dietary requirements, please let us know as soon as possible. This information helps us ensure that your child receives the appropriate care and support while at school.

We will no longer be sending out the Data Collection sheets, Educational visit consents or photograph permissions annually. We will be continuing with the information/consents you have already provided and these will remain in place for the remainder of your child's time at Birley Primary Academy. If you do wish to make any changes call into the school office or email on [enquiries@birleyprimaryacademy.co.uk](mailto:enquiries@birleyprimaryacademy.co.uk).

If you do not have access to the School Gateway app please let us know and we will endeavor to get this set up for you as soon as possible.

Thank you for your continued partnership in your child's education and well-being. We look forward to a successful school year and appreciate your cooperation in this matter.

Yours Sincerely

**Mrs C Bennett**  
**Office Manager**



Registered no. 08296921