



# WYMONDHAM COLLEGE

A World Class State Boarding and Day School

Principal: Emma Arrand BA (Hons), FCCT, QTS

Dear Parent/Carer

As we approach the end of the academic year, we are reviewing all student care plans to ensure we can continue to support every child safely and effectively.

We kindly ask that you check you have sent us the most up-to-date version of your child's care plan, paying close attention to:

- Medication names and dosages
- Emergency and contact information
- A clear, current photograph

If no updated plan is received, we will continue to use the most recent version we have on file. However, to ensure your child's needs are met as safely and accurately as possible, we strongly encourage you to review and update this information.

Please **review, amend if needed, sign (digital signatures are acceptable), and date** the document, and return it to [medcentre@wymcol.org](mailto:medcentre@wymcol.org) by 22nd June 2026.

## Important:

- **Any changes to medication or treatment must be approved and signed by the relevant specialist team.**
- Once approved by the Lead Nurse, care plans will be shared with appropriate staff to support safe care in college.

To allow us to focus our time on supporting students, we will not be routinely following up outstanding care plans this year as we have done previously. We therefore greatly appreciate your support in ensuring all information is submitted by the deadline.

**Please remember that it is your responsibility to provide an accurate and current care plan**, as this is essential for us to respond promptly and safely to your child's medical needs.

Thank you for your cooperation and for helping us keep your child safe. Please continue to inform us of any changes throughout the year.

Regards

Kirsten Mead  
Medical Centre Lead Nurse.

Golf Links Road, Wymondham, Norfolk, NR18 9SZ

01953 609000  
01953 603313

[enquiries@wymcol.org](mailto:enquiries@wymcol.org)  
[www.wymondhamcollege.org](http://www.wymondhamcollege.org)



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