

14th November 2025

Dear Parents/Carers,

We are writing to let you know about a change in how we communicate first aid incidents at school.

Previously, you would have received a text message and a green paper slip sent home. Going forward, this will be replaced by an email from oneportal@software.uk.com, which will include:

- Your child's first name
- The time of the incident
- The type of injury sustained

This change is part of our move to a more efficient, digital system for recording and sharing first aid information. Green slips will no longer be sent home, but all details will now be included in the email.

If your child sustains a serious head injury, you will also be contacted by telephone to discuss this.

We greatly value your support as we transition to this new system and welcome any constructive feedback you may have.

Thank you for your continued partnership in keeping our children safe and informed.

Kind regards,

Birklands Primary School