



2 March 2018

Dear Parent / Guardian

### **Sickness Absence**

We would like to remind parents of the following:

#### **Sickness and Diarrhoea**

If your child has sickness or diarrhoea please remember that we follow the NHS Guidelines and the first day that they are allowed back into school is **48 hours** after the last bout.

In order to prevent cross infection to staff and other children, it is essential that we stick to these NHS guidelines.

Should your child become ill whilst in school, we will contact you to ask you to collect them. For the reasons set out above, we would be grateful if you could please do so at your earliest convenience.

#### **Absence**

If your child is absent from school for any reason, please call the absence line **each day** and leave the name of your child, what year they are in and the reason for absence. Should you not leave a detailed message, your child may be marked in the register as "unauthorised circumstances".

We emphasize ringing the office to inform school, as we are losing valuable office hours ringing parents to enquire why their child is not attending. The cut-off time for ringing to inform us of absence is **9.00 am**. Please note that after 24 hrs without word, a home visit will be organised, as will contact with Children's Services.

If you have any queries regarding the above, please check our Absence Policy which is on the school website.

We would also be grateful if you could please inform the office should you change your contact details.

Kind regards

Mrs W Parkins  
Head Teacher



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