9 January 2020

Dear Parents/Guardians,

Please find below a reminder of what you need to do if your child is unwell or has a medical appointment.

**Illness**

If your child is unwell and unable to attend school or absent from school for any reason, (including medical appointments) please phone the school on 01709 570297 before 9.00 am. Please **do not** leave a message on Class Dojo as class teachers do not always pick these messages up in the morning.

We have an answerphone where you can leave a message before the office opens.

If we do not receive any information from a parent/carer in the morning, we will ring parents/carers asking them to phone the school. If we do not hear from you we will pursue all contacts regarding a child’s absence as part of our safeguarding procedures. Please leave a message by 9.00 am each day of their absence.

If your child has either vomiting or diarrhoea, they should stay at home for 48 hours from the last bout of illness. This is a recommendation from Public Health England to protect other pupils and staff. I am aware there are times where children may have been sick only once or twice and then there are no further bouts of illness. If this is the case – please use your judgment in whether you think your child is “fit” for school within the 48hour guidance period.

Any absence can result in a loss of continuity for your child’s education and upset their balance of learning. As a school, we are required to provide details of all unauthorised absences to the Local Authority.

**Medical and Dental appointments**

We ask that you please make every effort to avoid booking medical and dental appointments during school time. Where this is unavoidable, parents/carers should put this in writing or speak to a member of the school office and attach/show a copy of the appointment card or letter before the date of the appointment. Please also include the time you will need to collect your child. If your child will be late into school because of a medical or dental appointment,
please phone the school (01709 570297) on the morning of the appointment and leave a message on the absence line before 9.00 am. If arriving late, please ensure that your child is accompanied and signed in by an adult at the school office for safeguarding reasons.

**Other Absences**

Requests for absence during term time will not be authorised unless there is deemed to be an exceptional circumstance. Local Authorities have the power to serve parents with a Fixed Penalty Notice if a child has significant or repeated days of unauthorised absence.

**Being Punctual**

School starts at 8.50a.m each day. It is important for your child to be on time if they are to get the most out of their education. Being late is disruptive for your child but also for all the other children in the class.

If you need to discuss this further please do not hesitate to contact me.

Yours faithfully

Mrs V Sherwood

Mrs Sherwood

---

Kilnhurst St Thomas C of E Primary Academy is part of The Diocese of Sheffield Academies Trust, which is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales (Company No 08745639), whose registered office is at Diocesan Church House, 95-99 Effingham Street, Rotherham, S65 1BL.