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12 October 2022

Dear Parents/Carers,

## Contacting Home When Unwell

Over the past few weeks, we have seen an increase in the number of students phoning home if they are unwell in school, or they have a problem. The information below has been shared with students recently via their Form Tutor, and in assembly. It is vital for the safe running of the school, and the welfare of your child, that these procedures are followed.

If your child is unwell at school then they should ask the Class Teacher initially for support if it is during a lesson, or from the Attendance Office if they become unwell during social times.

If the Class Teacher cannot remedy the situation (drink of water, some fresh air) then they will use our in-house communication system to ask for further assistance from a First Aider.

If your child is worried about something, similar procedures are in place. They should initially ask the Class Teacher for support, and the Class Teacher will request further support if needed. At break times, students can go to the Student Hub where they will find the Student First Team.

Your child should not be ringing or texting you directly during the school day for any reason. This goes against our mobile phone policy; and this will result in a sanction.

All students must follow the procedures outlined above at all times.

Thank you for your support.

Yours faithfully,

**Mrs Emma Curtis**

Assistant Headteacher, Behaviour & Learning