



Nettleham

Church of England Aided
Junior School

enquiries@nettleham-junior.lincs.sch.uk
www.nettleham-junior.lincs.sch.uk



October, 2014

Dear Parents/Carers,

It's coming to that time of the year when there will be a lot of bugs and illnesses going around school. Could I therefore take the opportunity to remind parents of our sickness reporting procedures?

If your child is unwell please ring school (or email us on enquiries@nettleham-junior.lincs.sch.uk) before 10.00 a.m. on the day your child's illness starts. We have a designated option on our new phone system where you are able to leave a message reporting an absence. However, it is essential that we know **exactly** what it is your child is unwell with – we have some messages simply saying their child is "poorly" or "sick". In order for us to keep track of what illnesses we have in school it is essential that you let us have the precise nature of any sickness – **particularly if it is an infectious disease i.e. chickenpox, measles, german measles, mumps, whooping cough, scarlet fever etc. There are children in school who have medical conditions which can be seriously affected by contact with these illnesses.**

If your child is going to absent for more than a couple of days could you please let us know - again either by email or a quick phone message. On your child's return please send a letter or email, outlining the details of the illness, confirming how long they have been absent and that they are fit to return to school.

We also get queries regarding how long a child should be kept away from school. We follow the guidelines issued by the Health Protection Agency and is attached to email version of this letter (a copy is also on our website under the Parents tab). Should you require a paper copy please call into school.

Thank you for your co-operation in this matter and your continued support of our school.

Yours sincerely,

Mr. D. Gibbons
Headteacher

