

WHAT TO DO IF YOUR CHILD IS ILL

If your child is clearly unwell in the morning, please do not send him or her to school in the hope that he or she will get better during the day. The school has very limited facilities for coping with sick students, and the best place for them is at home. You should telephone the school on 01252 879222 and notify us that your child is ill. The school's dedicated absence line is checked regularly for these messages. Alternatively you can inform us via email: admin@yateley.hants.sch.uk .

The Attendance Officer may text or telephone you if the school has not been notified of a student's absence.

If your child has been absent for three days, please telephone the school again so that we are aware that he/she is still ill. Also, if the illness continues over a weekend, please call the following week to confirm the reason for absence.

When your child returns to school, please provide a written explanation for the form tutor; a note in the student's planner is acceptable.

If the school does not receive an absence note to explain a student's absence, that absence will be marked in the register as unauthorised and a letter will be sent to the parent requesting an explanation. If you know in advance that your child will be absent or late, for example for a visit to a clinic, doctor, or dentist, then please send the appointment card/letter into school, write a letter or place a note in your child's planner. Please also telephone on the day to inform us of a late arrival. When your child arrives in school, they should report to reception and follow the procedure for 'late arrival'.

If your child is taken ill or is involved in an accident during the day, he/she will be cared for by the school nurse in the medical room until we can contact a parent. **Please ensure that the school has an up-to-date emergency contact number so that we can reach you in the event of an emergency.**

If your child has an illness that is infectious or likely to last for more than three days, please let us know as we may be able to send work home for your child.

If your child needs to take medication during the day, you should complete an 'Administration of Medicines/Treatment Consent Form' (available from school reception or on the VLE under 'Parents' Information') and send it in with the medicine. All medicines should be clearly labelled with the child's name and form and left in the medical room.

If your child has any special health needs, then please let us know. Our school nurse will be happy to talk to you about any problems. Often special care, observation and attention can be arranged to overcome difficulties.

Absence for any other reason

If your child is to attend a funeral or will be absent for any other reason please telephone the absence line or alternatively you can inform us via email: admin@yateley.hants.sch.uk prior to the event and write a letter or note in the planner for the form tutor.

LATE ARRIVAL

If your child arrives at school after registration has taken place, he/she must sign a late slip at reception. It is very important for safety reasons that we have a record of their presence on campus. The Attendance Officer may telephone you to verify the reason given for lateness.