

JEV/SME/CWA/GHA

7 March 2022

Dear Parents and Carers

Re: Communication During the Academy Day

We hope this correspondence finds you and your respective families well.

As of late, an increasing challenge for the academy's staff has been when a student has contacted home to inform their parent/carer of an issue, most of which have been related to them feeling unwell, and the parent/carer has then called in to ask for an update or actually turned up at the academy without staff being aware.

Now considering we deal with dozens of situations where students come to our two designated FIRST AID areas across both campuses on a daily basis without incident or issue, our long-established related protocols work well. However, where they fall down is when the highlighted communications occur, some of which have actually been made during lesson times, and when our students should not be using their phones.

Therefore, moving forward, if we could ask for the support of all our parents and carers to adhere to the following, we would be most appreciative. Our genuine thanks and appreciation to those that always do of course:

- To remind your child to go to their designated First Aid area if at any time during the working day they feel unwell. If they do, the experienced First Aid Administrators will endeavour to cater for their needs. If they can't, they will contact the respective student's highlighted contacts to engage in discussion as to what the next steps need to be. Obviously if at any point in time they feel the student is particularly unwell, they have been given full jurisdiction to dial 999.
- Following on from the above point, to remind your child not to call home prior to attending their campus First Aid area if they feel unwell.
- If after attending the First Aid area they leave but continue to feel unwell, to return.
- If at any point you have any concerns about your child feeling unwell during the academy day, please liaise with your child's campus First Aid Administrator or Assistant Head of Year in the first instance.

Whilst we are writing to you, could we also issue the following polite reminders:

- If your child has had a bout of sickness and/or diarrhoea, NHS guidance states that they must stay home until 48 hours after it has stopped.
- If your child tests positive for COVID-19, to let their Assistant Head of Year or our Attendance Team know as soon as possible.

Many thanks in anticipation of your usual support, understanding and cooperation.

Yours sincerely




Ms J Everett
Assistant Vice Principal & Mill Road Campus Lead

Mr S Meadows
Assistant Vice Principal & Farnham Road Campus Lead