



Hillcrest School
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Mrs A Mead, Head Teacher

23 September 2020

Dear Parent / Carer

Pupil Unwell During School Day

You have recently had a phone call or text message from our Administration Team to check your contact number as well as any listed contacts for your child. For those yet to return the contact details sheet, please could you do this as soon as possible.

As a School we ask that you always keep this contact information up to date with School, therefore it is important that if you change your mobile number that you update us as soon as possible. We also ask that you have a minimum of 2 contacts available to the school. We are happy and able to list further contacts if you have them so please update us if you wish to add any further contacts to the information that we already hold.

Please remember that if your child is poorly then they should not attend school and you will need to contact us to let us know the reason for the absence. DO NOT send in your child if they have any of the following:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

When a child does attend school and is poorly during the school day, we ask that you have a plan to collect your child as soon as possible as we are unable to facilitate transport home. This is important as it means that children can be collected quickly when poorly.

Please note that if a child is presenting symptoms of covid-19 then they would not be able to travel on school transport and parents/carers would need to collect them. It is therefore important that everyone has a plan in place.

We thank you for your ongoing support and hope that you all stay safe.

Yours sincerely

Andrea Mead
Head Teacher