



ST JOHN'S CHURCH OF ENGLAND (VA) FIRST SCHOOL

"LEARNING TOGETHER – AIMING HIGH"

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Headteacher: Mrs Claire Marsland

17th March 2020

Dear Parents and Carers,

IMPORTANT – CHANGE TO PUPIL ABSENCE REPORTING PROCEDURE

Given recent Government guidance, we are experiencing a much higher than usual level of both pupil and staff absence. In order to manage the additional workload this has created for staff across the school, we are putting in place some temporary changes.

We ask for your cooperation in keeping our phone lines as clear as possible, and keeping conversations with admin staff to a minimum, to allow them as much time as possible to complete daily tasks and the additional tasks currently required.

From Wednesday 18th March, if your child is unable to attend school, please report this to us **BY EMAIL** to stjohnsfrome@educ.somerset.gov.uk. Please DO NOT call the school and do not use any other email address than the school address given. In order that we can process emails as swiftly as possible, please send your email using the format below. Select a, b, or c as appropriate.

To: stjohnsfrome@educ.somerset.gov.uk

Subject: [Your child's name], [Your child's class] not in school today

[Child's Name] will not be in school today for the following reason;

- They have a persistent cough and/or fever.
- Someone in our household has a persistent cough and/or fever and we are self-isolating
- They are unwell [please state reason / symptoms]

If your child is off school as they are in isolation, once you have told us on day 1, you do not need to report their absence again unless it is going to be any longer than the timeframe specified in the Government guidance.

Please be aware that we cannot decide for you whether your child should stay off school. As stated in our previous updates, we ask that you follow the latest government guidance, which can be found here;

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Thank you for your continued support in this rapidly changing situation.

Yours faithfully,

Mrs Claire Marsland - Headteacher



At St John's CE VA First School the health, safety and wellbeing of every child is our top priority. We expect all staff, governors, parent/carers and visitors to share this commitment to safeguarding our pupils.