



Thomas Fairchild Community School  
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Executive Headteacher: Ms Nicole Reid  
Headteacher: Mr. Matthew Trahair

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Dear Thomas Fairchild families,

**Re: Attendance and punctuality**

As you are aware, the better a child's attendance at school, the more likely they are to make progress with their learning, reaching the goals we set for them.

With this in mind, I wanted to bring to your attention that the school gates are opened each morning at **8.45am**. Our children are expected to be at school, ready to learn by **8.55am**. Any child who arrives at school after this time is considered to be late. The school gates close at **9.00am** punctually. At this time, school staff and leaders need to be in classrooms, teaching our children.

Pupils who arrive at school late miss the routine of starting school with their friends. Being at school on time sets children up for a successful day because:

- They have time to share with their teacher how their evening/morning was, and how they feel.
- They will also feel well informed about any key notices and changes that have been shared at the start of the day.
- They will be in class for the start of their maths lesson, when the key learning is explained and modelled to children.

As has been our policy for some time, children who arrive late to school will be required to complete any missed learning tasks during their break or lunchtime. This means that any children arriving five minutes late will spend five minutes of their lunch break completing the activities they missed at the start of the school day. If a child arrives at school ten minutes late, then they will spend ten minutes of their lunch break completing their work. This will ensure that they do not fall behind on key learning.

With this in mind, we will always do our best to support families with their punctuality. We can offer support through breakfast club places, or reminder texts/phone calls to help families reach school on time. We do not want any of our children to miss important learning and our intention is to ensure that they do not miss out on any time in school.

Thank you for your continued support and understanding. If you have any questions, please phone the school office.

Kind regards,

Matt Trahair  
Headteacher

## Re: NHS Guidance: Is my child too ill for school?

We know that it can sometimes be difficult deciding whether or not to keep your child off school when they feel unwell. With this in mind, we wanted to signpost you to a [very useful NHS website](#) that details their guidelines for schools and nurseries about managing illnesses, including when children should be kept off school and when they shouldn't.

If you do keep your child at home, it's important to phone school everyday before 9.00am. Let them know that your child won't be in and give them the reason. We have to follow the NHS guidance when logging the absences. The NHS also encourage children to be in school if they are well enough to participate in school activities, even if they have needed a dose of medication to alleviate their symptoms. The guidance below outlines instances where we can **authorise medical absence** and where we cannot.

Below, please find summarised for you the official guidance regarding various illnesses:

### Coughs and colds

It's fine to send your child to school with a minor [cough](#) or [common cold](#). **If they have a cough but their temperature is within the typical range, they should join us in school.** But if they have a **fever, keep them off school** until the fever goes. Encourage your child to throw away any used tissues and to wash their hands regularly.

### High temperature

If your child has a [high temperature](#) which does not respond to medicine, **keep them off school** until it goes away. If the fever responds to medicine, they can join us in school later in the day. Late is better than a missed day..

### Chickenpox

If your child has [chickenpox](#), keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.

### Cold sores

There's no need to keep your child off school if they have a [cold sore](#). Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.

### Ear infection

If your child has an [ear infection](#) we would encourage them to in school having had a dose of paracetamol to alleviate symptoms. If they are suffering from a severe earache with a high temperature that does not respond to medicine, keep them off school until their high temperature goes away.

### Head lice and nits

Please notify us that they have headlice, but there's no need to keep your child off school if they have head lice. You can treat [head lice and nits](#) without seeing a GP.

### Sore throat

You can **still send your child to school if they have a [sore throat](#).** But if they also have a high temperature which does not respond to medicine, they should stay at home until it goes away. A sore throat and a high temperature can be symptoms of [tonsillitis](#). If they have **a sore throat but no high temperature, they should join us in school.**

### Vomiting and diarrhoea

Children with [diarrhoea or vomiting](#) should stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours).

We appreciate your ongoing support regarding school attendance. We recognise the commitment from families in attending school everyday, therefore classes with high attendance are awarded special tokens which can earn them additional activity time. Individual attendance is celebrated through the half termly raffles where your child could win a gift!

If you have any questions regarding attendance, please do contact the school office who will be happy to help.