

9 June 2026

Dear Parents/Carers

**RE: Students Leaving School During the School Day Due to Illness**

If a student feels unwell during the school day, they should inform their teacher and attend the Medical Room.

Where it is determined that a student is too unwell to remain in school, a member of staff will contact a parent/carer and request that the student is collected. We believe that collection by a parent/carer is the safest and most appropriate course of action for any student who is unwell.

This approach helps to ensure that students return home safely and are not required to travel independently while feeling unwell. We would therefore ask that you ensure your emergency contact details are kept up to date so that arrangements can be made promptly if required.

We would also like to remind parents/carers that students must not contact home directly to arrange collection without first attending the Medical Room. Where a student bypasses this process and contacts home themselves, any resulting absence from lessons will not be authorised.

Thank you for your continued support in helping us safeguard the wellbeing and safety of all students.

Yours sincerely



Ms Rachel Henocq  
Headteacher