



Dear Parents

The Department for Education and Public Health England issues updated guidance on COVID-19 to Headteachers on a daily basis. This guidance assists Headteachers in addressing COVID-19 in educational settings.

In light of very recent advice and in line with many of the local schools I have decided to cancel both Parents' Evenings, future school trips and next week's football match against Menston Primary School.

The office staff and I have had to field many phone calls from concerned parents asking questions relating to pupil absence or Coronavirus. To help parents I have below summarised the advice I have been provided with.

Presently, staff and children should stay at home if they are unwell with a new, continuous cough or high temperature to avoid spreading infection to others. Otherwise they should attend education or work as normal. If children become unwell on site with a new, continuous cough or a high temperature they will be sent home. If a child has symptoms they will need to stay at home for 14 days along with the rest of the family.

Where a pupil is in self-isolation, in accordance with latest information and advice from Department of Health and Social Care and Public Health England, the pupil should be recorded as unable to attend due to exceptional circumstances in the attendance register.

If a pupil does not attend school, despite the school operating as usual and the pupil is not self-isolating, they should be marked as absent. It is for headteachers to determine whether or not the absence is authorised depending on the individual circumstances.

Where a pupil cannot attend school due to illness, as normally would happen, the pupil should be recorded as absent in the attendance register and the school will authorise the absence.

I will obviously keep parents updated as future guidance is disseminated to Headteachers.

Yours sincerely

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Headteacher