



Helpful Absence and Healthcare contact information

Parent Communication with School

Please use the following email addresses when sending communication to the school. This will ensure that your message is seen in the event that a certain staff member may be away from school.

parents@swbgs.com for all curriculum-related matters

ks3@swbgs.com for pastoral matters in Years 7 and 8

ks4@swbgs.com for pastoral matters in Years 9, 10 and 11

ks5@swbgs.com for pastoral matters in the Sixth Form

sendco@swbgs.com for matters relating to special educational needs and/or disability

safeguarding@swbgs.com for matters relating to child welfare and safeguarding

Absence information:

To phone in a student absence: Yr 7 - 13 01628 816545

To email in a student absence: Yr 7 - 11 absence@swbgs.com

Yr 12 - 13 sixthformabsence@swbgs.com

Please call and/or email your child's absence by 8:00am. If your child has a medical appointment that cannot be booked outside of school hours please email absence@swbgs.com. Your child then signs out at the Attendance office prior to their leaving. They sign back in at the Attendance office upon their return to school. In the event of an absence due to illness, parents or carers are asked to please inform the school of the nature of the illness or infection.

Please **DO NOT** use The School Gateway comms to inform us of absence. Please use the above email addresses.

Healthcare information:

To email a medical or healthcare related matter: healthcare@swbgs.com

During the school day if your child is feeling unwell or requires first aid they should go to the Healthcare Room. If a child is taken ill and needs to leave school, we will ring the parents/carers first, then the emergency numbers provided by parents. We follow the Public Health England (PHE) Guidance on infection control in schools to determine whether a child should be in school

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

The health risk and consequent spread of viruses is both obvious and unacceptable (to children, other adults, pregnant mothers or anybody who may be vulnerable); we would ask parents to keep ill children at home and will enforce this strictly to protect staff, visitors and children.

- Parents and carers are asked to observe exclusion times for infectious diseases.
- In the case of stomach upsets, the child must have been free from any vomiting or diarrhoea for, at the very least, a period of 48 hours before returning to school. Parents may feel their child is well but it is important to realise they may still be infectious.
- In case of fevers, the child may return to school 24 hours after the fever has ended and they feel well enough to attend.
- Prescribed medication can be given to the Healthcare and wellbeing lead in consultation with the parent or guardian, upon written and signed instruction. This medicine is stored in the Healthcare Room. Written records are kept of any medicines administered to children. Antibiotics that are given three times a day are expected to be given at home.

Please contact your GP if you are concerned about your child's health. You can also visit the NHS Website <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> or phone 111 for further advice.