



Striving for Excellence

Cirencester Kingshill School

Head: Christine S. Oates

October 2022

Dear Parent/Carer,

The first month of the school year has flown by and pupils have settled well into their daily routines.

PROCESS FOR PUPILS BECOMING UNWELL AT SCHOOL

Whilst we understand that there will be occasions when a child becomes unwell at school, we are also keen to promote a sense of resilience and also want to emphasise that there is a very clear process that we follow for those situations when a child is genuinely unwell.

Please can I ask you to familiarise yourself and your child of the rules regarding the process of what to do should your child become ill at school.

- They must first tell their tutor/teacher what is wrong with them.
- The tutor/teacher will then provide a medical card for them to take to pupil reception/reception – this is very important so that they know where your child is.
- Our reception staff are all trained first aiders and will assess your child in the medical room.
- Very often, pupils just need some water and rest for a few minutes and are then fine to go back to lessons.
- Should your child be required to be collected from school, you will receive a telephone call from a member of staff.

We are having an increased number of pupils calling home, without going to pupil reception / reception to be assessed, and asking to be collected, without the prior knowledge of members of staff. When parents / carers then come to reception to collect them, pupils are often still in class and staff are unaware as to what is happening. Please can I ask that if your child calls you during the school day, in particular from their mobile phone, and asks to be collected, that you contact reception first before making your way to school.

Please can you also remind your child that mobile phones should **not** be used during the school day and if they are caught using it, they are at risk of it being confiscated. Your child is welcome to use the telephone in reception if they need to call home during the school day.

Thank you for your cooperation.

Kingshill Lane, Cirencester, Gloucestershire GL7 1HS

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Cirencester Kingshill School, registered in England and Wales under number 7686390





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ATTENDANCE

Whilst I acknowledge the recent pandemic has had a negative impact on school attendance from September 2022, we have begun a strong focus on encouraging excellent levels of attendance and punctuality. I hope that we can count on your support in ensuring that, to achieve their potential, your child attends school every day except in instances outlined in the school's Attendance Policy. For example, the pupil is too ill to attend, unavoidable medical/dental appointments, days of religious observance, exceptional family circumstances, such as bereavement. With this in mind, please help the whole team of teachers to gain the very best for your child by ensuring no term time holidays are taken in the academic year 2022- 2023. This will be deemed unauthorised absence. As a school we feel we have tried to be as accommodating as possible during the last academic year with authorising rescheduled holidays, but we now need to get back to some form of normality. I trust I can count on your support.

UNIFORM

I am really pleased to see the vast majority of pupils wearing their uniform correctly and, in so doing, looking very smart. We would welcome your support in encouraging your son/daughter to make sure their blazer is worn at all times. We are also asking pupils to wear their skirts without rolling or folding the waistline. If pupils are told to repeatedly 'unroll' their skirts, they will receive a consequence.

YEAR 7 TUTOR EVENING

Year 7 Tutor Evening will be taking place on Wednesday 12th October 2022, from 4.00pm – 6.30pm in school. We look forward to welcoming you into school then.

As ever, I would like to thank you for your continued support, it is very much appreciated.

Yours sincerely,

Miss C.S. Oates
Headteacher

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