

Dear Parents/Guardians,

Absence in case of Illness.

A reminder to contact the school either by leaving a message on our absence-line (02920 623441, option 1) or by emailing whitchurchprm@cardiff.gov.uk on your child's first day of absence. You can also contact us via our website – www.whitchurchprm.co.uk. Please state the reason for your child's absence, and in the case of illness, be specific, eg: sickness, chickenpox, cold, so that the class teacher can be made aware of any possible infections or implications.

Whitchurch Primary School follows Welsh Government guidelines regarding infectious diseases, which includes a recommended period of 48 hours absence from school after the last episode of diarrhoea or vomiting.

The Headteacher and designated staff have agreed to administer medication which has been prescribed by a doctor. Parents will need to complete and sign a Medication Request Form and bring the medicine to the school office if they wish a member of staff to administer the prescription. Please ensure that your child's teacher is also informed of the request to administer medicine, either verbally or in writing. All medication must be in its labelled box, with your child's name and doctor, together with directions for administration, clearly visible.

Best wishes,

Ann Griffin

Headteacher