

TIBSHELF COMMUNITY SCHOOL



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Dear Parent/Carer

It has come to our attention that some students are contacting parents during the school day asking to be collected for medical issues. This has resulted in parents arriving at school with the intention of collecting their son/daughter, but for the school to be unaware of the situation. This puts the school in a difficult position with regard to safety, as we have a responsibility for all of the students in our care during the day. For safeguarding purposes school has to communicate with the named contacts on our system when arranging for students to be collected during the school day. It puts our students at risk if we don't follow strict guidelines set by the government.

The correct procedure for this should be that if a student is feeling unwell, for any reason, they should then present themselves to the Medical Officer in the medical room (located by Student Services). The Medical Officer will then assess the student and determine the best solution to manage their illness. If the Medical Officer deems it appropriate then parents/carers will be contacted. If they are too unwell to continue with the school day, then permission will be granted for the student to be collected.

If you are contacted by your son/daughter asking to be collected from school, please ask them to contact the Medical Officer in the first instance. Any student that goes home without permission will be considered to be truanting from school and will be automatically placed in an after-school detention upon their return to school. This absence will also be classed as 'unauthorised'.

Thank you in anticipation of your support in this matter in order to help us protect and safeguard all students at Tibshelf School.

Yours faithfully

Mr Mike Pollard
Headteacher

