



WOODVALE PRIMARY ACADEMY

Principal: Mr M Reetz

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 @WoodvaleAcad

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Dear Parents and Carers,

As we are now in our second full week of school, I thought it a good time to remind you of how to notify us that your child is absent.

You can leave a message by 9am via **01604 493771** and choosing **Option 1**. Please include in your message **a clear and precise description** of why your child will not be in and **any symptoms** they have.

We understand that there are lots of coughs and sneezes at this time of year, but if your child is ill with any of these symptoms: -

A **persistent** cough
High temperature
Loss of sense of taste or smell

It is vital that you inform us in your message that your child has one (or more) of these symptoms and your household should then self-isolate and book a test. All schools are currently asked to report the number of pupils who are absent due to COVID-symptoms and so we need to know if this is why your child is absent.

Attached to this letter is a flowchart that may help when asking the question 'should I send my child to school?' which we hope you find useful.

We appreciate that you may find it frustrating if your child has to be off whilst waiting to book a test or to receive test results. The government guidance applies to everybody, not just in schools. Your understanding and support is appreciated.

Best wishes



Matthew Reetz
Principal

Be Responsible, Outstanding, Kind & Safe

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