

Friday 10<sup>th</sup> October 2025

Dear Parent/Carer,

As we approach the winter months, we are aware that general illnesses will become more common for our students. We want to work with parents to help prevent the spread of these illnesses within school.

At Pool Hayes Academy, we follow NHS guidance around prevention, which can be achieved by your children doing the following:

- Washing their hands regularly for at least 20 seconds with soap and water
- Covering their nose and mouth when sneezing
- Disposing of used tissues as soon as they can
- Not sharing drinks bottles with friends
- Avoid touching their face, particularly their eyes, nose and mouth

You can find guidance on when to keep your child home from school here:  
<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

We would also like to remind parents that students should **report to student support** if they become unwell during school, instead of contacting yourself directly. This is so that we can assess your child's illness/injury and make an informed decision whether they should be sent home. If your child is collected by yourself and they have not been to student support first, this absence will be marked down as unauthorised.

As always, please provide medical evidence for your child's absence where possible. This can be sent to [pha-attendance@attrust.org.uk](mailto:pha-attendance@attrust.org.uk) . Further guidance around attendance and our attendance policy can be found at: <https://poolhayes.attrust.org.uk/attendance/>

Thank you for your continued support in improving your child's attendance and giving them the best chance of academic success.

Yours sincerely,



Mr J Dean  
Assistant Principal (Attendance & Engagement)



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