

Frequently Asked Questions: Attendance

How do I contact the school and who do I speak to about my child's attendance?

Key Personnel			
Attendance Office Staff	K. McKentee P. Johnson	01942 909009	Attendance@bedford.wigan.sch.uk
Pastoral Guidance Officers	D. Marshall (Y7) M. Marsh (Y8) M. Smith (Y9) C. Smith (Y10) L. Mayers (Y11)		year7team@bedford.wigan.sch.uk
Pastoral Managers	R.Lowe (Y7) Z. Anders (Y8) S. Lycett (Y9) B. Abbott (Y10) T.Rowe (Y11)		year8team@bedford.wigan.sch.uk year9team@bedford.wigan.sch.uk year10team@bedford.wigan.sch.uk year11team@bedford.wigan.sch.uk
Designated Teacher for Looked After Children (DT) & SENDCO	K. Canning		

If my child is too poorly to attend school, how should I let the school know?

Parents should notify the school of all absences by calling 01942 909009 (option 1) before 8am. There is a facility to leave a voicemail 24hrs per day.

Should I keep my child off school?

See below for a list of common ailments with guidance on whether your child should be sent into school. This is not an exhaustive list. If you require further information, please call the attendance office:

You should send your child to school:	
Coughs, colds and mild bugs	Send your child to school. Encourage your child to throw away any used tissues and to wash their hands regularly.
Cold sore	Send your child to school.
Conjunctivitis	Send your child to school. Get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.
Covid-19	If your child has mild symptoms, such as a runny nose, sore throat, or slight cough, and feels well enough, <u>they can go to school.</u> Your child should try to stay at home and avoid contact with other people if they have symptoms of COVID-19 and they either: <ul style="list-style-type: none"> • have a high temperature • do not feel well enough to go to school or do their normal activities Your child is no longer required to do a COVID-19 rapid lateral flow test if they have symptoms.
Hand, foot and mouth disease	Send your child to school if your they seem well enough. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.

Head lice and nits	Send your child to school. You can treat head lice and nits without seeing a GP.
Threadworms	Send your child to school. Speak to your pharmacist, who can recommend a treatment.
Ringworm	Send your child to school once they have started treatment. See your pharmacist unless it's on their scalp, in which case you should see a GP.
Sore throat	Send your child to school if they have a sore throat. Encourage your child to drink plenty of water. Throat lozenges may also help.
Slapped cheek syndrome	Send your child to school. Once the rash appears, they're no longer infectious.
Worried or Anxious	Speak to the pastoral team and send your child to school. It's normal for children to feel a little anxious sometimes. They may get a tummy ache or headache, or have problems eating or sleeping. Avoiding school can make a child's anxiety about going to school worse. It's good to talk about any worries they may have such as bullying, friendship problems, school work or sensory problems. We will work with you to find ways to help your child. If your child is still struggling and it's affecting their everyday life, it might be good to talk to your GP or school nurse.
Check the guidance and send your child back to school as soon as they are well enough.	
Measles	They'll need to see a GP. Keep your child off school for 4 days from when the rash first appears.
Scarlet fever	They'll need treatment with antibiotics from a GP. <u>Your child can go back to school 24 hours after starting antibiotics.</u>
Impetigo	Requires treatment from a pharmacist or GP, often with antibiotics. Keep them off school until all the sores have crusted over or 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.
Mumps	Speak to the GP. Keep them off school for 5 days from the first swelling.
Chickenpox	Keep them off school until all the spots have crusted over. They should then be sent back into school.



TALK & LISTEN,
BE THERE,
FEEL CONNECTED



DO WHAT YOU CAN,
ENJOY WHAT YOU DO,
MOVE YOUR MOOD



REMEMBER
THE SIMPLE
THINGS THAT
GIVE YOU JOY



EMBRACE NEW
EXPERIENCES,
SEE OPPORTUNITIES,
SURPRISE YOURSELF



Your time,
your words,
your presence