



# The Henry Cort Community College

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[www.henry-cort.hants.sch.uk](http://www.henry-cort.hants.sch.uk)

Our ref: LCD

09 May 2022

Dear Parent/Carer

## **Attendance and wellbeing update**

We are committed to supporting the positive mental health and wellbeing of our whole community of students, staff, parents and carers. Our designated welfare staff have the main responsibility for administering first aid with support from the administration team.

### **Attendance**

A reminder that all students should arrive in college in plenty of time to get to tutor by 8:25am. **Gates are locked at 8:20am**, after 8:20am students must sign in at reception. If your child cannot attend college for any reason, you should contact the college office **before 8:30am** on the first day of absence giving your child's name, year, tutor group, reason for absence and expected day of return by either calling the attendance line 01329 843127 option 1 (you can leave a message on the 24 hour absence line) or by completing the student absence form: <https://www.henry-cort.hants.sch.uk/reportingstudentabsence>

If we have not received notification of an absence, we will send a notification home via text/email in the first instance and if we are then unable to make contact with you, this could trigger safeguarding procedures. If you have any concerns regarding attendance or would like help in supporting your child's attendance, please contact your child's tutor in the first instance.

### **Illness, accidents and medication**

In line with government guidelines, which came into force on 1 September 2014 to support students at college with medical conditions, we are committed to ensuring that all children with medical conditions, physical and/or mental health, are properly supported at The Henry Cort Community College, so that they can play a full and active role in life, remain healthy and achieve their academic potential, including throughout the global pandemic.

**We have recently seen an increase of student absences due to sickness and/or diarrhoea. We would like to take this opportunity to remind you that students should not return to college until 48 hours after their last episode of diarrhoea or vomiting.**

As of 1 April 2022, the Department for Education updated its guidance to clarify what actions staff and pupils should take if feeling unwell or after testing positive for COVID-19: [Living safely with respiratory infections, including COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19)

PRINCIPAL: Ms C Cabbage BSc (Hons), Dip Ed, MBA, CMgr FCM1

SENIOR LEADERSHIP: Mrs L Turvey LLB (Hons), MA, Mr T Mitchell BSc (Hons), MSc, Mr B Parker BA (Hons), Ms L Ferrier BA (Hons), Miss C Gudgeon BA (Hons) Mrs K Cook BA (Hons), ADSBM

### **ASPIRE**

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The latest advice is that:

- adults with the symptoms of a respiratory infection, who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature
- children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend
- **adults** with a positive **COVID-19 test result** should try to stay at home and avoid contact with other people for **5 days**, which is when they are most infectious. For **children and young people aged 18 and under**, the advice is **3 days**

These changes are part of the Government's Living with COVID plan, which aims to manage the virus like other respiratory infections. This has been made possible largely thanks to the successful vaccination programme, increased immunity and an improved understanding about how to manage risk.

**If your child feels unwell during the day, they should go to the first aid room. We will contact parents/carers if we feel they need to go home. Students must not contact home themselves.**

If your child requires **regular medication**, you will need to complete an [administration of medication form](#). No medication can be administered without parental permission. We also discourage students having painkillers at college before 11 in the morning as headaches at that time of day are often caused by dehydration or not having had breakfast.

Asthma inhalers should be kept with the student at all times and they should be clearly labelled with the student's name. This is of utmost importance. We recommend that students bring a spare inhaler labelled with the student's name and tutor group to school, which will be kept securely in the medical room.

Students with severe allergic reactions and a risk of anaphylaxis should ensure that they carry a clearly named EpiPen on their person at all times while on site. A named supply of antihistamine should also be kept in the medical room and request that a spare, in date EpiPen is supplied to the college to be kept in the medical room.

**Please ensure that all contact details are kept updated throughout the year, every student must have a minimum of two emergency contacts.** Contact details can be updated by using the form on our website: <https://www.henry-cort.hants.sch.uk/form/?pid=177&form=19>

### **Returning to college following injury or long-term absence**

We have a duty of care to students and follow a framework of procedures that ensure a safe and healthy environment for students to learn. A risk assessment will be carried out for any student returning to college following injury or long-term absence. The main purpose of the 'return to study risk assessment' is to support any students and implement any measures to support their safe return.

If your child is returning to college following an injury resulting in crutches or cast:

- parents/carers to notify the college when a student has had an injury, so that a risk assessment can be arranged prior to returning to lessons.

If your child is returning to college following a long-term absence:

- parents/carers are expected to notify the college when a student is due to return from a long term absence
- the House Progress Leader will prepare a reintegration plan, including if necessary a phased return, with the parent/carer, consulting other relevant staff or external medical agencies as deemed necessary
- a risk assessment prior to students returning to lessons
- completion of an Individual Health Care Plan or review of an existing plan to ensure all information is current
- staff training needs addressed as required

Please note, we will be reviewing all existing Health Care Plans (HCP) after half term.

If you have any queries, please do not hesitate to contact your child's tutor in the first instance.

Yours sincerely



Mrs L Davis  
Office Manager