HARTLAND HIGH SCHOOL

Thursday 15th October 2026

Dear Hartland High School families,

I am writing to remind you of a couple of our key policies, which are particularly relevant at this time of year, where illnesses are prevalent.

Medical procedure

During lessons, if a child is feeling unwell, they should speak to their teacher. In some cases, the teacher might encourage the child to stay in class and do their best, because sometimes students just need support, kindness and encouragement.

However, if a child clearly needs medical support, the teacher will alert On Call, a roving member of the senior team, who will collect the child and speak to them. The support offered may include:

- Providing them with water
- Giving them paracetamol (for minor headaches, cramps etc)
- Taking them for a first aid assessment, for example for head injuries
- Taking their temperature to check for fever
- Providing them with a sick bag in reception if they are feeling nauseous

In these cases, we will often phone home to talk to you about how your child is feeling. Sometimes they may need your support to feel energised and confident about the rest of the day. We may also ask you to bring in specialist medication, such as for allergies or migraines, if this is required and we do not have it in school.

If your child is identified as having a fever, they have been sick, they have had a serious allergic reaction or injury, or they are presenting other signs of significant illness, we will phone home for permission to send them home or to ask you to collect them.

Attendance at school every day is extremely important, both for academic progress and mental wellbeing. NHS guidance here details when it is and isn't appropriate to keep a child at home.

Emily Davey, Headteacher

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How you can help

- Ensure that you have given permission for your child to be given paracetamol, by completing the form here. If you have already done this, you do not need to do it again.
- Ensure your child comes to school with a water bottle, and having had breakfast. Free breakfast is available for all students from 8-8.20am at breakfast club.
- Encourage your child to come to school, even if they are feeling a bit poorly.
- Book your child a GP appointment if they are reporting feeling ill frequently. Typically, students should not require more than a handful of sick days each year, so if they are feeling ill more often than that, it is worth seeking medical advice.

HARTLAND HIGH SCHOOL

Work Hard. Be Kind.

When in doubt, check the NHS guidance or contact school.

TOO ILL FOR SCHOOL?

A QUICK & EASY GUIDE FOR PARENTS

Slight cough, runny nose, sore throat or headache?

If otherwise well and without a high temperature, generally fine to come to school.

Anxiety?

Avoiding school can make it worse, speak to us so we can help!

Chickenpox?

They will need to stay off school until all spots have crusted over.

High Temperature?

Keep them home until it has gone.

Cold sore, threadworm or conjunctivitis?

If they feel well enough, generally fine for them to attend.

Vomiting or diarrhoea?

Please keep your child at home and contact school for further guidance.

Period Pain

If you child feels well, they should attend school as normal. We can support with pain relief and comfort items if needed, or they can bring paracetamol and a heat pad themselves.

Attendance matters.

Emily Davey, Headteacher

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Mobile phones

Students are not permitted to use phones at any point during the school day, with the exception of sixth formers who are permitted to use them in their common room only. Student phones must be switched off and in their bags. Students who are seen with phones in their pockets or using their phones will have them confiscated and a detention issued.

We know that some parents and carers feel concerned that this means their child is uncontactable during the school day. In case of an emergency at home, please contact the school office, who will be able to reach your child very swiftly and communicate any important messages. If there is an emergency at school involving your child, we will contact you to ensure you are kept updated.

It is very important that you do not try to contact your child via their personal mobile phone during the school day, as this will undermine your child's ability to concentrate on school, free from distraction. Please be aware that if a student contacts you from their phone during the school day, a sanction will be issued to that student, so please do not encourage your child to do this.

This policy is in line with government guidance, which advocates banning phones in all secondary settings, including as a means for students and parents or carers to be in touch during the school day.

How you can help

- Ensure you child's phone is switched off and in their bag when they arrive at school
- Avoid any kind of communication with your child directly during the school day
- Contact the school office if there is an emergency
- Answer your phone, wherever possible, during the school day if the school contacts you

Yours sincerely,



Ms Davey
Headteacher

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