

# Castle Douglas High School



When my child is ill

## Parent/Carer

- Ensure your child arrives at school on time and that they are prepared for classes.
- Advise the school office of your child's absences by phone call, email or log onto parent portal.
- This should be done between 8.30am and 9am every day of absence or in advance if it is a known appointment. You will need to give a reason for absence.
- If your child is absent beyond the date already advised, please contact the school again as it cannot be assumed that they are still absent for the same reason.
- Respond to group calls related to your child's absence.
- Check attendance information contained within reports and advise us of any inaccuracies /reasons for unauthorised absence codes.
- Make contact with your child's Pupil Support teacher to discuss any issues and appropriate support if needed.
- Make contact with your child's Pupil Support teacher to arrange for the provision of educational materials should the absence go on for an extended period of time (more than a week).
- Should you need to pick your child up early from school, please contact the school office and they will pass the message on.
- Work in partnership with the school and any other partner agencies to resolve any problems to maximise your child's attendance.
- If ill the child should attend the school office rather than phone calls as we are a no phone school and it will avoid confusion as someone may query the breaking of the phone policy rather than realising the child is ill.

Any concerns or questions can be directed to the school office.