

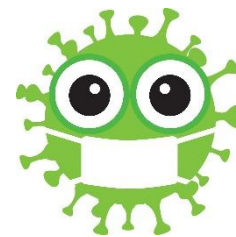
CPS Attendance Newsletter

Issue 2: Autumn 2021



COVID-19 Routines/Updates

With the arrival of the colder weather, there are lots of viruses, coughs and colds going around and these illnesses have very similar symptoms to COVID-19. It is important that if your child displays any of the common COVID-19 symptoms (see below), despite you thinking they just have a heavy cold etc, that you still take them for a PCR test. We always encourage you to take them for a test at one of the test sites as opposed to a postal test as the results for the latter take considerably longer. If you believe your personal circumstances dictate a postal test, we urge you to speak to us before ordering the test.



The main symptoms of coronavirus (COVID-19) are:

- a high temperature – if you do not have access to a thermometer, we would urge you to err on the side of caution and book a test if your child feels hot to touch on their chest or back
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- a loss or change to their sense of smell or taste – this means they've noticed they cannot smell or taste anything, or things smell or taste different to normal

Please make sure you update the Office with the date of the test and the test result if your child has taken a PCR test, even if this was done over a weekend. And remember Lateral Flow Tests (LFTs) are not recommended for primary school children, and certainly should not be done as an alternative to a PCR. We would also urge you to let us know asap if anybody else in the household has a positive LFT or PCR – thank you.

Who has been looking after the School Attendance Matters (SAM) Bears this term?

Week ending:	EYFS	KS1	KS2
15 October 2021	RLJ	1/2TO	5LW
22 October 2021	RLW	3SS	6CM
5 November 2021	RLJ	1/2TO	4KB, 4RH, 6SS
12 November 2021	RLJ	3SS	4KB
19 November 2021	RLJ	3LK	4KB

Please remember to ask your child on Fridays which classes have won!



Medical Appointments

We request that, where possible, routine medical and dentist appointments are arranged outside school hours as these appointments will reduce your child's percentage attendance and ultimately affect their learning. We do understand that some appointments, such as hospital consultations are not always possible to arrange outside of school hours. However, if your appointment time allows your child to come to school first, for registration and at least part of the morning and then leave, this will have a positive impact on their attendance. Likewise, we would always encourage you to bring them back into school for afternoon registration, where the time and duration of the appointment permits.

Absence reporting

Any planned absence should always be reported to us in advance. If you are requesting an absence, you are required to complete our "Request for Exceptional Leave of Absence" form. This form should also be used for planned medical appointments. Please return completed forms to the School Office for processing at least a week prior to the proposed absence. Absences due to illness should be reported to the School Office either by calling our dedicated absence line (01954 250227 and selecting Option 1) or by sending an e-mail to office@cottenham.cambs.sch.uk, every morning by 09:00 at the latest.

We need to hear from you every day of the absence unless the School Office have specifically advised you otherwise.

