



Other Communications

No PE kit or bag	Parent should contact School Office and student should speak to the PE teacher
Couldn't do homework	Parent to write in Student Planner and student should speak to subject teacher
Unsure if well enough to attend	Send to school, with contact number (phone Year Group Leader if necessary). We will contact you if required.
Broken bones (leg etc)	Contact the Year Group Leader. The student should attend school and arrangements will be made to enable her or him to access lessons or learning as appropriate.
Late	Please contact the school office if you know your child will be late. We prefer children to arrive late than not at all but it must not be regular. Students should sign in the late folder on arrival at school
Unhappy with friends	Contact Form Tutor or Year Group Leader urgently so that it can be resolved quickly
Alleged bullying (including cyber bullying)	Contact the Year Group Leader or use the "report it" button on the school website
Not getting on with teacher	Contact the Year Group Leader
Cannot do the work	Contact the Head of Subject
Sex and Relationships Guidance	Contact the Year Group Leader
Self-esteem (including self-harm, eating disorders)	Contact the Year Group Leader
Illegal Drugs and Substances	Contact the Year Group Leader
Illegal use of alcohol	Contact the Year Group Leader
Theft	Contact the Year Group
Family relations	Contact the Year Group
Family bereavement or serious illness of a family member	Contact the Year Group

PUNCTUALITY

As is the case with attendance, punctuality is also carefully monitored by tutors and the Year Group Leader. If a student arrives at school late, please send a (dated) note of explanation the following day.

UNAUTHORISED ABSENCE

It is extremely rare for students to truant at NHGS. Sanctions and procedures are firmly applied if a student does truant.

ILLNESS AND ACCIDENTS IN SCHOOL

In spite of all sensible precautions, accidents do occur, and sudden illness does strike. In cases of emergency, we need a telephone number at which parents may be quickly contacted, and the details of your family doctor. These are requested at the start of each academic year. **If any changes occur during the year contact the school as soon as possible.** If your child should require hospital treatment, we will contact you immediately. If a student feels unwell, he or she should tell a member of staff, who will take appropriate action. We will not send students home unless there is an adult there to receive them, and because resources are limited, parents should not send students to school if they are clearly unwell in the morning. If parents are contacted to come to school to collect their child who is unwell, they must report to reception on arrival and they will then be directed.

Please note:

- If your child takes regular medication, we need to know; please contact the Year Group Leader.
- If your child is receiving any short-term treatment which may affect school progress, we need to know; please send a note to the Tutor/Year Group Leader.
- We are not allowed to dispense aspirin, paracetamol, etc. to students, although we do offer immediate first aid.

MEDICAL VISITS

Dental appointments and visits to a doctor should be made outside school hours. If this cannot be arranged, please send a dated note to the student's tutor, in advance of the appointment. Your child should return to school as soon as possible after such an appointment and should be prepared to make work up if necessary.

HOLIDAYS

In September 2013 The Department for Education issued an amendment to The Education (Pupil Registration) (England) Regulations 2006 with regard to pupils' attendance at school. In order to ensure that pupils make the necessary progress during the school year, and achieve their academic targets, Headteachers may not grant leave of absence during term time. Parents should take their family holidays outside term time as Ofsted evidence shows absence during term time seriously affects pupil progress.

There are a couple of exceptions to this ruling. For example, if a parent has to take a specified holiday period due to their place of work having an annual shutdown period for all employees and can supply a letter to this effect from their employer, or if a request for a holiday absence is made due to extremely serious parental or child illness, then consideration will be given to these requests. In all other cases, requests for holidays in term time cannot be authorised. Obviously, parents may still decide to take a child out of school to go on a holiday but the period of absence will be noted as unauthorised on the child's school record.