



GURU NANAK SIKH ACADEMY LTD

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Principal: Mr R. S. Sandhu

13th June 2017

Dear Parents/Carers

To ensure the safety and wellbeing of your children, we have put together some important reminders regarding attendance, welfare and contact details. We hope that you will read through these and keep them as reference points.

Contact Details

Please make sure the Academy has **up to date contact numbers** for your child. If there are any changes with telephone numbers, e-mails or addresses, you must inform the Academy immediately. Download the School Gateway app to ensure you receive updated notices and letters from the Academy. Medical and attendance information will be sent using School Gateway where possible. Contact with the Welfare Office can be made by telephone: (020 8573 6085 - Primary Ext 324 and Secondary ext. 227), text (School Gateway) or via e-mail: welfare@gnsa.co.uk.

Attendance

- Any absence from school will require parents/carers to contact the school before 9:00am.
- Details should include: name, relationship of contact and full details of student/pupil (name and form/class).
- The reason for absence should include: symptoms, details of appointment or any other reason.
- **Contact should be made every day of a student's/pupil's absence.**
- Medical evidence in the form of appointment cards or hospital letters must be provided;
Secondary students – a note in the diary from a parent/carer and evidence shown to the Form Tutor before handing in to Welfare.
Primary pupils – give to the Primary Welfare Office via the School Office.
- Please inform the school using the above procedures for late arrivals as well.
- All absences will be followed up by the Form Tutor/Primary Welfare Officer.
- An unauthorised mark will be given to any absences that we do not receive a message for. These absences may be referred to the relevant Local Authority.

Medical Conditions

- Parents/carers are expected to advise the Welfare Office immediately if;
 - there is any change with a medical condition (if a new condition develops or an old one ceases),
 - medication given to your child changes in any way or a new one starts.
- **It is the responsibility of the Parents/Carers to make sure that all medication given to the school is in date.** This includes medication that has been given for short term use e.g. anti-biotics.
- All medication should be handed into the Welfare office by a parent/carer in the morning.

- **Two** each of asthma inhalers and spacers, epi-pens and allergy medication should be in school at all times – one in the Welfare Office (Primary and/or Secondary) and the other in your child's class (Primary) or in your child's possession (Secondary).

Please remember **not** to send in food/birthday treats containing nuts, as there are a number of students/pupils who have allergies (e.g. Nutella, sesame seeds, nuts, kiwi fruit etc.).

Medical Appointments

Medical appointments must be made outside of school hours, particularly for dental and GP appointments. Where this is not possible, the following procedures should be followed;

- Secondary students **MUST** complete a permission slip and ensure they have their medical evidence to show to their Form Tutor and Head of Year. The permission slip should be handed in at the main reception by the student at the time of leaving for the appointment.
- Primary Parents/Carers need to complete a permission slip with medical evidence and hand it in to the Welfare Office.
- Evidence of appointments can be sent to welfare@gnsa.co.uk or via the School Gateway. If an emergency appointment is made, then an appointment card should be collected from the doctor/dentist and handed to the Welfare Office with full name and form/class. If you are unable to obtain evidence, a note must be provided by the Parent/Carer explaining the reason for the absence.
- All students/pupils going for appointments during the school day **MUST** be collected by a Parent/Carer or an authorised person (named as a contact on our SIMs system) **from the main reception located in the Primary School**.

We hope you will give your full support to the Academy on this matter in order to help your child achieve their full potential and ultimately improve upon their attainment and progress.

Yours faithfully



Mr T Perryman
Assistant Principal – Pastoral



Mrs P Dhaliwal
Deputy Headteacher