

## Absence and Illness

Due to the Coronavirus (COVID-19) outbreak, your child must not attend school at the moment, unless you have requested us to look after your child and we have agreed.

We understand that your child may fall ill to the COVID-19 virus or become unwell for any other reason. In normal circumstances, you would not send your child to school. If your child is unwell and is too ill to submit work set, please let us know by emailing [attendance@heckgrammar.co.uk](mailto:attendance@heckgrammar.co.uk) with the following information:

- Your child's name and form
- The reason for their illness
- Your name and contact details

We will pass this information to your child's teachers so that they will not expect work from them, although it will still be set on Teams.

Please let us know when your child is well enough to complete work. Please ask them to email their teachers to agree what work needs to be completed.

If we don't hear from you after 3 days, we will contact you by email, just to keep in touch.