



MAIDEN ERLEGH

SCHOOL

Headteacher: Mr P. Gibson

MSc (Educational Leadership), BA (Economics)

Silverdale Road, Earley,
Reading, RG6 7HS
0118 926 2467
MESoffice@maidenerleghtrust.org
www.maidenerleghschool.co.uk
@MaidenErleghSch

3 November 2021

Dear Parent/Guardian

Covid Update, Punctuality and Amendments to Attendance Policy

I am writing to you about a number of attendance related matters.

Firstly, to help us manage the COVID situation in school and provide work for those isolating (as well as having accurate data to report to Public Health) can I ask that you notify the school about any of the following using the email mescovidalert@maidenerleghtrust.org:

- Booking a PCR if your child is displaying any of the COVID symptoms. Please note that the 'at home' tests, (the lateral flow tests), are less effective once symptoms have kicked in.
- Booking a PCR test if your child tests positive on their lateral flow test and isolate whilst waiting for their result. • Report your child's absence daily even if the reason is that you are simply waiting for a result. Most results come within 24-48 hours, whereas postal PCR results take longer and can result in a longer absence from school.
- If the PCR result is positive, please report this to us with the following information:
 - Student's name
 - Student's tutor group
 - End date of isolation provided by Test & Trace – you will then no longer need to report your child's absence unless it extends beyond the isolation date.

If, following a negative PCR, your child feels well enough to attend school then they are welcome to return but if they are unwell and it is confirmed to not be COVID related, please notify us of their absence as you would normally by emailing mesattendance@maidenerleghtrust.org.

I appreciate that daily reporting can be time consuming, however the data is crucial to understanding how we can work best for the students, the staff and the wider community. If you have any questions or concerns, please contact the attendance office via mesattendance@maidenerleghtrust.org.

I would also to make you aware that for this half term, we will be focusing on punctuality for all year groups, which means that students need to be in their registration rooms by 8.40am. If for any reason they are late to school they should sign in at reception, with a note to explain why. We appreciate that on very rare occasions there may be a legitimate reason for a student being late to school, however, persistent lateness is not acceptable, bearing in mind that the vast majority of students are able to walk to school.

We would like to thank you in advance for your support in ensuring that your son/daughter is ready and organised for the school day.

Finally we would like to draw your attention to an update to our leave of absence request form which can be found on our website [here](#).

Yours sincerely

Miss A Cheshire
Assistant Headteacher