Sickness, Injury, and Absence Policy

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ATWP prioritises the health and safety of its students and staff. The following guidelines are in place to ensure that all absences, injuries, and sicknesses are handled efficiently and in the best interest of everyone.  
  
In the Event of Student Absences:  
- \*\*Reporting Absences:\*\* Parents or guardians must report absences to the ATWP office via email (abtheatreworks@outlook.com) or through the Class Manager app. All medical details and emergency contact numbers are maintained in the Class Manager app, and there is also a folder copy for reference.  
- \*\*Missed Classes:\*\* Missed classes are non-refundable; however, we may offer rescheduling of up to \*\*two classes per academic year\*\* if availability permits. Please contact the office to request rescheduling.  
- \*\*Sickness & Diarrhoea:\*\* Students should refrain from attending class within \*\*48 hours\*\* of vomiting or diarrhoea. We encourage parents and students to assess fitness to return after illness.  
- \*\*Medication Guidelines:\*\* Teachers are not authorised to administer medication. Students requiring medication must have clear, written instructions in advance. Students with asthma or allergies must carry their own medication (e.g., inhalers or epipens) and notify the office of any changes in medical needs.  
  
In the Event of Teacher Absences:  
- ATWP will arrange for a suitable cover teacher when possible.  
- \*\*Class Cancellation:\*\* Classes may be cancelled if a teacher is unavailable; in such cases, ATWP will notify parents via email and update the student calendar in Class Manager.  
  
In the Case of Injury:  
- All injuries must be reported to the office immediately via email.  
- Students may attend class following an injury to observe and participate where possible.  
- \*\*Emergency Procedures:\*\* In case of serious injury or illness, ATWP staff will call \*\*999\*\* first and may seek emergency medical advice before contacting a parent or guardian.  
  
Emergency First Aid Procedures:  
- All staff at ATWP hold \*\*Emergency First Aid\*\* qualifications.  
- If a student is taken ill during class, a parent will be contacted immediately.  
- In emergency situations, we will follow standard procedures and call \*\*999\*\* before contacting a parent if necessary.