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**ELLIS
GUILFORD
SCHOOL**
*Creative
Education
Trust*

8th December 2025

Dear Parents/Carers,

Reducing the spread of winter illnesses

As is typical at this time of year, we are seeing an increasing amount of winter illnesses in and around our local area.

In order to keep our children and staff as healthy as possible during this season, we are encouraging the following in school to reduce the spread of illness:

- Catch It, Kill It, Bin It – following NHS guidance regarding this simple process. All classrooms have tissues available for children should they require them.
- Regular Hand Washing – Children are encouraged to wash their hands regularly during social times, before eating and after using toilet facilities.
- Regular and thorough cleaning – Our cleaning team are regularly cleaning door handles and other high-traffic areas to ensure these remain clean at all times.

As parents/carers, you know your children best, but to support you, the NHS provides guidance on when children are well enough to attend school. Mild illnesses such as a runny nose, sore throat or a mild cough, do not require time off school.

This guidance can be located here: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>.

Should children become unwell at school, staff will alert the Medical On Call Team who will provide support. If appropriate and required, contact will be made home with you. As mobile phones are not permitted to be seen, heard or used at any time whilst in school, children will not be able to contact home themselves.

Please know that we are always here to help you with any matters relating to attendance. Our attendance team can be contacted via the following email address:
attendance@ellisguilfordschool.org.uk

Best wishes,

Miss Johnson

Principal