



The British School

Caroline Drumm
Principal

P.O. Box 566, Jhamsikhel, Patan
Kathmandu, Nepal

3rd February 2022

Dear Parents and Carers,

Secondary Absence Procedures

I wanted to take this opportunity to remind our parents and carers of the school's absence procedures. By following these procedures, we can ensure that your child's attendance records are accurate and up to date. Not only is this an important way for us to monitor the safety and wellbeing of your child/children, it allows us to maintain accurate attendance records that will be included on their future academic transcripts when applying to universities (or other educational institutions). Please see below for an outline of the procedures we kindly ask you to follow.

1) For illness/sickness (ie. your child will not be attending school and/or online lessons):

Please email our school reception (absence@tbs.edu.np) **before 8.15am** on the day of absence - **for both online and on-campus learning**. This email should include a brief outline of the reason for your child's absence (this will allow us to provide any support as required). Should this absence extend beyond one day, please continue sending a daily email to our school reception (before 8.15am on each day of absence). If the illness is prolonged and results in extended medical absence, please inform your child's Head of Key Stage (please see below).

2) For pre-planned/longer term absence

Please email a request of absence to your child's Head of Key Stage **as soon as possible**. Early notification will allow us to speak with you and your child should we have any concerns around this period of absence (eg. upcoming examinations). We can then inform the relevant subject teachers to ensure all necessary support is in place for both your child's academic and pastoral needs. Our Head of Key Stage are:

- Head of Key Stage 3 - Mr. Matthew Randall (mranda@tbs.edu.np)
- Head of Key Stage 4 - Ms. Kate Middlebrook (kmiddlebrook@tbs.edu.np)
- Head of Key Stage 5 - Miss Linda Grieve (lgrieve@tbs.edu.np)

3) Covid related situations

If your child has tested positive for Covid-19, has been identified as a 'close contact', or is displaying 'Covid-like' symptoms, please email us as soon as possible (covid@tbs.edu.np). One of our staff will contact you to discuss your child's health, offer support and confirm a potential return

Patron: H.E.The British Ambassador

Telephone: 977-1-5421794, 977-1-5422012, e-mail: tbs@tbs.edu.np website: www.tbskathmandu.org

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to school date. Covid impacts each individual differently so it is important that you provide us with up to date information regarding your child's health and access to learning:

- If your child has no (or mild) symptoms and is fit for learning, we would expect them to still attend all of their lessons online to minimise any impact to their progress;
- If your child is suffering from symptoms and is not able to attend online lessons, please follow the standard absence procedures - emailing us before 8.15am on each day of absence.

4) WIFI and connectivity issues

We understand that there may be uncontrollable factors that impact your child's WIFI connection and ability to access online lessons. Should your child be facing such challenges, they should inform their subject teacher at the earliest possible time so that any missed learning can be accessed. If there are ongoing issues, your child should inform their mentor and Head of Key Stage so that support can be put in place. For longer term connectivity issues, we strongly recommend that you make mobile data packs available for your child which will allow them to access their online lessons using a 'mobile hotspot' from their phone. If you require support with this, please contact our ICT team for assistance (icthelpdesk@tbs.edu.np).

As always, we encourage all of our students to maintain the highest levels of attendance. With proven links to increased academic achievement and improved wellbeing, students should be aiming to maximise their attendance in all lessons (including mentor time). This is of particular importance to our current Year 11-13 students as they prepare for examinations in uncertain times. By attending all lessons, they will be able to achieve their best regardless of the assessment requirements. In addition, **unnecessary absences could have a significant impact on their overall progress and increase their risk of underachieving in one or more subjects**, which could potentially impact their ability to access preferred university placements.

We really do appreciate your support and understanding in this matter. By having accurate and early notification of any absence, we can collaborate with teachers and families to ensure the best support possible for our students. This will help us safeguard their academic progress, as well as their social and emotional wellbeing. If you have any questions regarding the information included in this email, please feel free to contact me (rjayatilake@tbs.edu.np).

Yours Sincerely
Mr. Rohan Jayatilake
Deputy Head (Secondary)

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