



# Westfield Community School



"...a beacon of hope..." Ofsted 2007  
"...outstanding school..." Ofsted 2010  
"...outstanding Children's Centre..." Ofsted 2011  
"...outstanding school..." Ofsted 2013

Montrose Ave,  
Wigan,  
WN5 9XN.  
Tel. 01942 776007  
Fax 01942 776008

Head Teacher Mr T. W. Sherriff B.Ed. D.A.S.E. M. Ed.

27<sup>th</sup> September 2021

Dear Parent / Carer

It is important that we all continue to play our part in stopping the spread of Covid-19. Should you or any of your household develop symptoms you need to continue to follow the Government guidance as per the link below:

[COVID-19: guidance for households with possible coronavirus infection](#)

Please continue to report any pupil absences to school using the Weduc 'Reporting Absences Form' and if your child has a symptom of Covid-19 you will need to arrange a PCR test as soon as possible. You will be required to provide evidence of a negative test result prior to your child's return to school. If your child tests positive you will also need to provide evidence of this to avoid an unauthorised absence.

To report an absence please log into your Weduc account – click on the Parent Globe (in pink) then click on your child's name and 'Report an Absence'. You will then be taken to a form where you can complete the details regarding the absence and also upload any required documents for example doctor's notes/PCR results. Then click send. The information will then be passed directly to the Pastoral/Admin team. This reporting facility is available 24/7.

If you need assistance in setting up a Weduc account, please contact the school office on 776007 option 1.

With kind regards

Mr T. W. Sherriff

Headteacher