

7th September 2026

Dear Parent/Carer,

We would like to inform you that the PE Department now has a dedicated email address for reporting when your child is unable to participate in a PE lesson due to illness or injury.

The email address is now live:

pe@hadleighhigh.net

If your child is unable to participate in PE, an email must be sent to this address **by 8.15am on the day of their PE lesson** to ensure PE staff are informed in advance.

Please note that we will no longer be accepting handwritten notes.

When emailing, please include:

- Your child's **full name**
- Their **PE class, including year group** – this can be found on Arbor, for example **8X/PE2**
- The **reason they are unable to participate**

If the illness or injury is likely to prevent your child from fully participating for **between 1 and 3 PE lessons (up to approximately two weeks)**, please make this clear within your email.

If your child is unable to participate fully for **more than 3 PE lessons (over two weeks)**, we will require appropriate medical evidence. This could include, for example, a hospital/A&E discharge letter or a letter from a physiotherapist or other medical professional.

Unless specifically advised otherwise, students are still expected to **wear their PE kit to school on the day of their PE lesson**. Where appropriate, they will remain involved in the lesson through an adapted activity or alternative role.

PE Kit Reminder

We would also like to remind parents/carers that **all students must come to school wearing the correct PE kit on the days they have PE**.

Due to the ongoing building works, students are currently required to arrive at school in their PE kit rather than changing before their lesson. This also helps us maximise the amount of lesson time students are physically active and participating in their practical PE lessons.

The correct PE kit consists of:

- **HHS PE top**
- **HHS PE layer**

- **Plain navy football-style shorts, plain navy sports leggings or plain navy jogging bottoms**
- **White sports socks or plain navy rugby socks**
- **Appropriate sports trainers**

Thank you for your continued support in helping us maintain high expectations, communicate effectively and ensure PE lessons run smoothly for all our students.

Kind regards,

PE Department
Hadleigh High School