



Dear Parents,

15th November 2019

I realise that medical appointments, such as Dentist and Doctor appointments are difficult to make/secure for before and after school times. However, I have noticed a significant increase in parents not informing the school that their child(ren) have an appointment. This appears to be at its height on Friday afternoons.

Calling in at the school office to collect a child is disruptive to the pupils, their class and their lessons. Further to this, staffing levels, both at the office and in classrooms, add further difficulty in collecting the children.

Please ensure you inform the school in advance of any medical appointments and provide proof of appointment as without this children can be marked as unauthorised.

Where medical/dental appointments do take place during the school day, attendance at either side of the appointment is expected.

Thank you for your cooperation in this matter.

Yours sincerely

Mrs Arnold
Headteacher