

**Headteacher:** Dr. J Bartlett – NPQH, PGCE, D.Phil, M.Chem **Specialisms:** Mathematics

JBA/tb

5<sup>th</sup> July 2019

Dear Parent/Carer,

I write to remind you that students will only be allowed to leave site during the school day if they have an orthodontist appointment, hospital appointment or in the circumstances of a serious family emergency.

Where your child has an appointment we will require evidence of the appointment to include the orthodontist or hospital letter. A letter written from you informing us of the appointment is not sufficient.

In all circumstances your child will need to bring the letter in advance to the attendance office, and they will then contact you direct to confirm the latest possible time your child may leave site. We will expect all parents to collect their child from reception.

It is important that where a student may leave site that we have very strict processes to ensure that all of our children are safeguarded and I trust that you will fully support us.

Yours sincerely,



Dr Jayne Bartlett

Headteacher