



Shenley Academy & Sixth Form,  
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**Headteacher:** Dr. J Bartlett – NPQH, PGCE, D.Phil, M.Chem **Specialisms:** Mathematics

10<sup>th</sup> January 2020

Dear Parent/Guardian,

I write to remind you that the only appointments during the academy day that will be authorised are those with an orthodontist or a hospital practitioner. Letters will also be required prior to the appointment date - please note we will not accept letters on the day.

Dentist appointments must be made outside of school hours and we strongly advise all medical appointments with a GP to be made outside of school hours. Where the appointment is an “on the day” service we will require evidence of the appointment on return to school otherwise the absence will be unauthorised.

From a safeguarding perspective, 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 safe and I trust that you will fully support us.

Yours sincerely,

Dr J Bartlett  
Head of School  
Shenley Academy

