



Monday, 25th January 2016

Dear Parents and Guardians,

Appointments during school hours

I am sure we all agree that attendance at school is key to pupils achieving the success we all want for them. Might I remind you, therefore, that all medical appointments for your child must be made outside school hours.

Just occasionally, we recognise that appointments have to be made during the school day; in circumstances where missing school time is deemed unavoidable, it would be helpful if an appointment card or letter is shown. This will ensure that our records show we are making appropriate checks in order to maintain high standards of attendance. A copy of the appointment card or letter, where available, with a request for absence should then be sent to the Headmaster. If permission is not sought from the Headmaster then the absence will be recorded as unauthorised.

By organising appointments outside of school hours, you will avoid disrupting your child's education and causing a detrimental effect to their learning.

Many thanks for your continued support of the Infant and Junior School.

Yours sincerely,

A handwritten signature in cursive script that reads 'K O'Donoghue'.

Mrs K O'Donoghue
Acting Head of Junior School
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