



**Pedmore
High School**
Aspire. Persevere. Succeed.

Dear Parent / Carer

Leaving school during the day for medical appointments or other reason

From time to time we recognise that you may need to take your child out of school during the day for an appointment or for personal circumstances. We do ask in the first instance that you try to get these arranged for out of school hours, however, we fully understand that on occasions hospital appointment times cannot be chosen.

When this is the case students are expected to be in school before and return after the appointment and that they bring in a note from parent/carer prior to attending the appointment, for our records.

Medical appointments during the school day - If your child has an appointment during the school day they will need to bring a letter or note in their planner stating the time they need to leave and the reason, they should take this information to our Attendance Officer who will complete a booking out form for them. They will then need use this to show their lesson teacher so they are able to leave the lesson. They will then need to get an authorised leaving pass to enable them to leave school, this will be either via Attendance or Reception staff.

If you need to make an emergency appointment during the school day and collect your child please do not text your child or just turn up at the school to collect them, as this is a safeguarding issue and they may not be allowed to leave. We ask that you contact the school by leaving a message on our attendance line 01384 686751 and leave a message, or email attendance@pedmorehighschool.uk, and someone will contact you to confirm details. This will also hopefully ensure that your child is ready to leave promptly and avoid any unnecessary delays for you.

We would like to thank you for your support in the matter and for helping us in keeping your child safe during school hours.

If you have any queries regarding this matter, please don't hesitate to contact us.

Yours sincerely

Mr G Lloyd
Headteacher

