



7<sup>th</sup> October 2026

Dear Parents/Carer

**Re: Appointments During the School Day**

I am writing to remind all families of the importance of regular school attendance and the need to minimise disruption to learning wherever possible.

We appreciate that medical and other essential appointments are sometimes unavoidable. However, where possible, we kindly ask that appointments are arranged outside of the school day to help maximise your child's learning time and maintain continuity in lessons.

If an appointment must take place during school hours, please provide evidence of the appointment in advance. This allows our Attendance Team to record the absence appropriately and ensure that registers are accurate.

We work closely with our Assistant Year Leads and Student Services team to support students who need to leave school for appointments. Where an appointment has been confirmed and communicated to the school, we ask that students' help the smooth running of the school day by collecting an exit slip from Student Reception first thing in the morning so they can show their teacher before leaving the site.

Your support in sharing appointment information promptly and arranging appointments outside of school hours wherever possible is greatly appreciated. By working together, we can ensure that students benefit from the maximum amount of learning time while also attending important appointments when necessary.

Finally, please allow sufficient time when collecting your child/children as we have a large site and should we need to contact the year teams to support, it will be prioritised alongside existing commitments.

Thank you for your continued support.

Yours sincerely

Mr M Winward