Requesting a Leave Note for Appointments during the School Day.

If you require your child to leave school for an appointment, please contact Mrs S Uddin on the school telephone number 01282 682313 or directly on 07740 409 030.

Alternatively, the student can request a leave note from Mrs S Uddin in Pastoral Support. They must show the appointment letter or text.

We would appreciate as much notice as possible, in order to arrange a leave note to be given to your child. When collecting your child could you please bring the appointment letter, where possible, or be prepared to show a text message notification.

We cannot guarantee to be able to release your child from class without delay if we do not have prior knowledge.

Students must be collected from Reception by a responsible adult confirmed by parent.