



Maximising our Potential

Monday 24th November 2025

Dear Parents/Carers

I am writing to you regarding medical appointments and to remind you that, wherever possible, these should be made outside of school hours. However, we understand that sometime this is not possible. In these circumstances, we expect students to attend school around their appointment. For example, if a student has an appointment in the afternoon, the expectation is that they will attend school in the morning and vice versa. **This is to limit the amount of lost learning time in school.**

To support you in collecting your child from school for an appointment, we ask that you provide as much notice as possible (at least 24 hours before). We can then make arrangements for your child to be ready to leave school at the correct time. On those occasions where you are unable to inform school in advance, please ring ahead of the time you wish to collect your child so we can collect them from their lesson.

Should you wish to discuss this, please feel free to contact the attendance team at school who will be happy to support you in this matter.

Yours sincerely,

Mrs R. Butler
Assistant Headteacher