Procedures when leaving school early.

Your Parent/ Guardian writes a note to inform the school of your time of departure. Please make medical appointments outside school time. You can use the note at the back of the journal.

Please ask the Principal, Deputy Principal, Year Head or Tutor to sign your note when you arrive at school.

You must then find the teacher whose class you will miss first. This teacher takes a note of your intended early departure and logs it on VSWare. You can do this just before you leave school, as the teacher is marking the roll..

A parent / guardian MUST sign you out also. You may not sign yourself out. This is because of our Child Safeguarding Statement. All collections are from Reception.

At the specified time, please sign out at the Karen's Office. Place your signed note in the box provided there.

No.10   Note to/from Parent/Guardian   No.10

Student Name _____ Class _____

Date _____/_____/_____

Note _____

_____

_____

_____

Signature of Teacher/Year Head _____

Signature of Parent/Guardian _____

Procedures if you feel unwell during the school day.

I'm sick.

Remember, you will not feel 100% every day. That's normal! A good night's sleep, taking a break from your phone and a proper breakfast will help on your off days.

Please tell your teacher. If between classes, you must tell your NEXT teacher in person that you are feeling unwell.

If sent to the offices, please sign the log on the shelf at the seats. Make sure to tell the Principal or one of the Deputies that you are there. Don't just sit and wait!

If you are to be collected, please wait at the Karen's Office. You may only leave with an adult named on VSWare, so make sure contact details are up to date.

You may not call or text a parent / guardian yourself, unless advised to do so by the Principal or one of the Deputies. This is so that all the adults who are responsible for your care are kept "in the loop."

If there is nobody at the offices, please return to your class teacher and try again later, telling your next teacher what you are doing. When you return to the offices, sign the log.