



Church of England School  
Head of School: Mrs N J Adamson MA NPQH

23rd January 2020

Dear Parent/Carer,

### Medical Procedure Reminders

We are writing to remind you of the following procedures which should be followed with respect to medical matters on a daily basis within school.

### Medical Appointments

Where possible medical appointments should be arranged before or after the school day. Should there be an occasion where your child is required to leave school during the school day to attend a medical appointment, please ensure a note is written in their Link Book giving your consent, and include a copy of their appointment card or letter. This will ensure that your child leaves their lesson and the school site with minimal disruption. Please note that it is your child's responsibility to remember the time of day that they are expected to leave. It is imperative that students sign out with Student Services in the Z Block before leaving the school site.

### Students Feeling Unwell

Any child that feels unwell during the school day must go to our Medical Office in the Z Block where they will be seen by one of our Welfare Officers. An assessment will be carried out to ascertain whether the student should be sent home or remain at school. Unfortunately, there has been an increasing amount of students calling home requesting that they are collected by parents as they are feeling unwell. This often causes unnecessary confusion when a parent arrives at school and we are unable to locate the student.

An attendance mark of 'unauthorised' will be issued to any student leaving the school site where the decision has not been made by a member of our Medical staff or Senior Leadership Team.

We would like to thank you for your co-operation in the above matters.

Yours faithfully

**Mr S Foote**  
Assistant Headteacher

**Mrs A James & Mrs S Tarrant**  
Welfare Officers



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