



Dear Parent / Carer

As you are aware, Churchdown School is committed to safeguarding and promoting the welfare of children and expect all staff, parents and carers to share this responsibility. We have a Child Protection Policy which details the policies and procedures that are in place to safeguard the students in our care and clear procedures which are followed by visitors to the school. We regularly review our school policies to ensure that they are 'fit for purpose' and support our students in every aspect of their school life.

Having recently reviewed our attendance policy, and to further improve our safeguarding, I would like to remind you of our procedure for taking children out of school during the school day.

Children in Key Stage 3 and 4 should not leave school during the school day unless it is for a medical appointment that has been arranged in advance. If this is the case we expect the following procedure to be followed:

The student should have a note in their House Diary (signed by their parent or carer) that they show to their tutor in the morning and to Student Services when they sign out. They should also show this note to their class teacher at the start of the lesson should they need to leave school during a lesson

Parents / carers should email us on the day of the appointment to confirm that this is the case using the following address: attendance@churchdownschool.com and stating who will be collecting the student from Reception (we may contact you to confirm this)

The person collecting the student should present their photographic identification to Reception on arrival

We do appreciate that there may be a rare occasion where a student may need to leave school due to unforeseen circumstances (eg illness) before the end of the day. In the case of such an emergency, we ask that you call us in advance so that we can ensure your child is in Reception for you to collect on your arrival. The person collecting the student should present their photographic identification to Reception. If your child is taken ill during the school day, contact with parents will be made by the appropriate member of staff or Student Services. **Students must not call parents directly.** All students must be signed out at Student Services.

Yours faithfully

Ms J Hilton
Assistant Headteacher