



March 2023

Ref: KMN/DIH

Dear Family

Student Appointments

We have noticed a recent increase in the number of visits and phone calls we are receiving at the school reception, from families dropping off forgotten school equipment or reminding students of appointments they need to attend.

We would welcome your support in minimising the number of these phone calls and in-person visits.

Please remember to try to make medical appointments outside of school time whenever possible. If your child needs to leave early to attend an appointment, they must come to school with the official appointment letter/card that they must show to Reception staff and the teacher of the lesson they will be leaving. We would also encourage families to notify the Academy of the appointment as soon as possible, ideally 48 hours prior to the date of the appointment. Please also make sure that your child is clear on the time that they need to leave school. This will help to ensure that your child leaves on time and prevents any delay in leaving the Academy.

Students need to make sure that they arrive at school with all the equipment that they will need throughout that day. This includes items such as their PE kit, lunch and homework.

Your sincerely

Mr D Irish
Principal

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