

Thursday 23rd May 2019



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A University of Kent Academies Trust School

Dear Parents/Carers

Medical appointments during the academy day

We fully appreciate that it can be very difficult to arrange medical and dental appointments to fit around the academy day. If your child should need to be absent, please could you advise the school office in advance of the appointment, ideally no later than 3.30pm on the day prior to the appointment, along with any evidence of the appointment such as a letter or appointment card.

Should your child need to leave school during the school day, please ensure that they are collected from the main reception by a parent or carer. Students will not be permitted to leave the school grounds alone, during the school day.

Students should sign out at Student Services when they leave for an appointment and they sign in again at Student Services upon their return. Students will be issued with a sign out pass so that teaching staff are aware that students are returning from an appointment so they are not challenged.

Absence during the school day for an appointment will only be authorised with supporting medical evidence. Your child should only be absent from school for the duration of the appointment and for reasonable travel time to and from the appointment to minimise any lost learning time.

Yours faithfully

Simon Richter

Assistant Principal

OUR COMMITMENT TO YOUR PRIVACY

From time to time we may use your personal information to communicate newsletters or marketing information about events, products and services offered by the school which we feel are relevant to you. We will communicate marketing information to you on the basis of "legitimate interest" due to your current relationship with the school. You will find further information about how we use your personal information in our Data Privacy Notice by visiting <http://www.chathamgirlsgrammar.medway.sch.uk/privacy-parents/>. Should you wish to opt out of receiving these communications at any time you can do so by contacting the school office via email postbox@chathamgirlsgrammar.medway.sch.uk