



Ryders Green Primary School

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Head Teacher: Miss L Blackmore
♦ Ba (Hons) ♦ QTS ♦ Pg Cert ♦ AST

Our Ref: PSA/AB
Date: JANUARY 2017

Dear Parent/Carer

Medical appointments

Please remember that if you take your child for a medical appointment this could have an impact on your child's overall absence – all non-urgent medical appointments should be made after school or in the school holiday.

For all medical appointments that are in school time, medical evidence is required. We can allow reasonable time off as long as you supply medical evidence i.e. appointment letter. Ideally if you are attending an appointment where possible you allow your child to attend school first thing (to get their morning mark) and then collect them for their appointment, you then bring your child straight back to school (to get afternoon mark). This will give a whole day's attendance and will support your child's learning.

If following illness and your child is taking medication – four times a day or more then please contact me so we can complete appropriate forms. Unfortunately without the forms being completed we cannot administer medication.

If you request that your child leaves early because you as the parent/carer has a medical or other appointment, then again you must supply the evidence for our records.

Thank you for your continued support.

Yours sincerely

Angela Bradford
PARENT SUPPORT ADVISOR

