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Contact :

Our ref :

Your Ref :

Date : January 2015

### **Information for Parents/Carers - Absence notes/Exeats**

#### ***Pupils will no longer receive exeats.***

For appointments, pupils should show the note/card to their class teacher. The class teacher should sign the note to acknowledge receipt and should release the pupil from class.

The pupil should go to the office, hand in the note and sign out of school.

The office staff will amend the registers accordingly.

Pupils leaving school at break or lunch, or who will be out for full days, should take their note directly to the office.

Pupils bringing a note on return from absence should hand this in at the school office. We would be most grateful if parents/carers could use the pupil's **full name and class on all correspondence.**

Thank you.