

Early Collection/Late Drop Off Form

Sir Henry Fermor CE Primary School Day ends at 3.15pm. Parents are expected to collect their children at 3.15pm, unless they have had prior authorisation from the school.

Child's Name: _____ Class: _____

Date: _____

Time: _____

Early Collection/Late Drop Off (Please Circle)

Reason: _____

Appointment Letter Received: Yes/No (Please Circle)

Adult Name: _____

Relationship to Child: _____

Signed: _____

Please note that in line with Sir Henry Fermor CE Primary School's Attendance Policy:

- GP and dental appointments should be **made out of school hours** unless it is an emergency in which case the child may well not attend school that day for that reason.
- Hospital appointments which are arranged should be arranged for out of school hours or for the afternoons where possible.
- Hospital appointments which are given (eg for certain clinics which only run at given times) parents should request an appointment that will enable their child to be in school for as much of the day as possible. All children should be in school for the first part of the morning wherever possible.
- Private or alternative health care appointments will not be authorised in school hours unless supported by a GP letter and evidence that the practitioner only provides services in school hours.
- Appendix 3 provides a 'Letter to Clinics and Health Services' from the school, outlining our policy and requesting appointments at suitable times. Parents can use this to help make medical appointments at times least disruptive to their children's learning.