

# THE MAELOR SCHOOL

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REALISE YOUR POTENTIAL – ADNABOD EICH POTENTIAL  
website: [www.maelorschool.org.uk](http://www.maelorschool.org.uk)  
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Dear Parent/Guardian

## Re: Pupils leaving school to attend appointments

In order to ensure our attendance records are accurate and that safeguarding procedures are robust, we are introducing a new system for pupils signing out at Reception during the school day.

Where at all possible, all appointments, including medical and dental, should be made outside school hours or after 2.30pm. If a child is required to miss lessons in order to attend an appointment, parents/carers should:

1. Report to Reception to meet their child
2. Complete the form "Pupil Appointments during school hours"
3. Attach a copy of medical/dental appointment (or show to Receptionist)
4. Ensure child is signed out using the INVENTORY system

Thank you for your cooperation.

Yours sincerely

Lynn Lloyd  
Deputy Head Teacher