

Procedures for Staff Meetings and Students Signing Out

To ensure the safety and smooth running of the academy, please remember that staff are unable to meet with parents/carers without a prior appointment.

- To schedule a meeting, please contact the relevant staff member directly via email, call our main line at **01977 624220** (please leave a voicemail if we are busy) or email enquiries@hemsworth.outwood.com

If your child needs to leave during the school day for an appointment:

- **Planner Note For Appointments:** Please write a note in your child's planner for them to show their teacher. This allows them to leave class and head to reception promptly.
- **Evidence:** Proof of the appointment (medical or dental etc.) must be shown at reception or emailed to: attendance@hemsworth.outwood.com
- **Report A Student Absence:** Please call the direct student absence line **01977 624221** or call the main line as above, select extension 502 and leave a message. Alternatively you can send an email to: attendance@hemsworth.outwood.com
- **Authorisation:** Please note that if a student is removed from school without official authorisation from us to leave site (such as a verified reason by our Health and Wellbeing Officer, a member of the Senior Leadership Team or a Learning Manager or in cases where we have suspended the student), it will be recorded as an unauthorised absence. These are a couple of examples: - a student contacts their parent to collect them having not gone through the correct channels or when a parent telephones or comes to reception to take their child home when we have not contacted them to do so.
- **Permission For A Student Leaving School:** We will only allow a student to leave school if we have authorisation from a named person on their records on our system.

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