

## **Frequently Asked Questions**

### **What do I do if my child is ill?**

Telephone school (0114 272 4851) between 08.00 and 08.30 hours and choose the extension for ATTENDANCE. You will need to leave your child's name and the reason they are absent.

### **What do I do if my child has a medical or dental appointment?**

You can phone the school and speak to the attendance office as above or you can email [attendance@allsaintslearning.co.uk](mailto:attendance@allsaintslearning.co.uk) The attendance office needs to be notified at least 24 hours prior to the day of the appointment. Please advise time of the appointment and what time you will require your child to leave school. If appointments are after 10.00 hours if at all possible we expect students to come into school first for part of the 1<sup>st</sup> lesson. Opticians' appointments are not allowed in school hours.

### **What happens if my child is late to school?**

If your child is late to school and they arrive between 08.30 and 08.45 they must sign in with Attendance staff who are situated at the top of the steps near to reception. If arriving after this time, they will need to go to the Pastoral Office and sign in with the Attendance Officer. If they are unable to provide an acceptable reason for their lateness, then they will be handed a P1 punctuality slip to bring home to you which advises that they will be in a detention the following evening for 20, 40 or 60 minutes depending on the time they arrived in school.

### **What does my child do if they lose something in school?**

Lost property which is found in school is taken to the main reception office so this is where your child should go to ask if their belongings have been found. We strongly recommend that all items of uniform, PE kit etc. be clearly named.

### **What if my child arrives in school without an item of school uniform?**

We expect pupils to be dressed in full school uniform every day. However, we understand that sometimes this might not be possible for a range of reasons, such as a pupil losing an item, shoes being broken or a blazer being left on the bus. In this case, it is the pupil's responsibility, on arriving in school, to find one of the House Progress Leaders who will provide a loan item for the day: this includes school shoes. If a pupil avoids doing this and goes to lessons wearing trainers or other non-uniform items, then the pupil will receive a C3 sanction.

### **What does my child do if they have forgotten their PE kit?**

It may be possible for your child to borrow a PE kit from their PE teacher. The first time a student forgets their kit their PE teacher will record this. If this happens a second time, the student will receive a C3 which will equate to a 20 minute after school detention.

### **What does my child do if they are unable to join in a PE lesson?**

If a student is unable to join in a PE lesson then they must bring a letter from their parent/carer.

### **What does my child do if they have medication to take during the day?**

The parent/carer will need to fill in a 'Request for school to administer medication' form which can be obtained from reception. The medication, along with the completed form, can then be handed in to the reception staff.