



I hope that the following details, which apply to all pupils from PP1 – P4, are helpful.

- 1 When a pupil is ill and unable to attend school on any day please telephone the school (0114 267 0407) by 10.00 am to let us know. You can leave a message on voicemail outside of office hours. (Please also send a note to the Form Tutor when the pupil returns to school.)

If a pupil is taken ill during the day, then they should report to the Matron.

- 2 If a pupil is to be absent for any other reason (for a day or part of a day) please remember that the permission of the Head Master should be sought in advance. 'Leave of Absence' request forms are available from the school office or can be printed from the website. Occasionally it may be impossible to submit the form two weeks' in advance. In that situation, please be in touch with us as soon as you are able to.

Chris Burch
Head of the Prep School