



# **Bishop Ullathorne Catholic School**

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**Headteacher: Mr C Billings**

Wednesday 27 September 2023

Dear families

## **Appointments for students in Years 7 to 11**

In January I wrote to all parents to make them aware of our safeguarding procedures around students leaving the school site during the school day to attend appointments or due to illness.

If your child has a dentist or hospital appointment that you are unable to arrange outside of school hours, please inform the school at least 24 hours prior to the appointment. This can be done either by emailing [admin@bishopullathorne.co.uk](mailto:admin@bishopullathorne.co.uk) with your request or, by sending in a handwritten or typed note for your child to give to their Form Tutor. Whichever method is used your request should include your child's name and form group, a copy of the appointment letter, the day and time you are to collect your child and the person who is to collect.

The appointment will then be inserted against your child's name on the class register, so teachers can remind students whilst in class of the time they are to leave.

Please note, only under exceptional circumstances can we release your child from school at short notice.

On arrival at our Gatehouse when you collect your child, if you have not already submitted the appointment letter please show the appointment letter to our reception staff.

For safeguarding reasons, we do not send our students from school unaccompanied during the school day, unless there are exceptional circumstances and this has been agreed in advance with the parent/ carer. Therefore, when collecting your child from the Gatehouse, please always enter the Gatehouse. The person collecting your child also needs to be on our contact list. Any changes to the contact list should be made by opening the link <https://www.bishopullathorne.co.uk/change-my-details> and completing the form.

Many thanks as always for your support in this matter.

Yours sincerely

**C Billings**  
**Headteacher**



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