

# Bishop Chadwick Catholic Education Trust



## St Anthony's Girls' Catholic Academy

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|-------------------------------|--|
| <b>Policy type:</b>           | <b>School</b>  |
| <b>Policy:</b>                | <b>Collection of children from school during school hours for appointments</b> |
| Ratified by MAT Directors:    | December 2021  |
| Head Teacher signature:       | <i>M. Shepherd.</i>  |
| Chair of Directors signature: | <i>Sr. M. Josepha</i>  |
| Review Date:                  | December 2022  |
| Ownership:                    | M.Lanaghan (Deputy Head)   |

## **Information for Reception Staff and Pastoral Staff**

### **Collection of children from school during school hours for medical/dental appointments:**

1. Parent/Carer or their representative – the named SIMS contact(s) must collect the child for the appointment.
2. Children under 16 are not allowed to leave school unaccompanied during school hours.
3. The school is in “loco parentis”, until such time as the child is collected by the parent/carer or their representative – the named SIMS contact(s).
4. If a child has an appointment slip for doctor, dentist or similar the student needs to inform the class teacher, come down to Westburn Reception in time for their appointment and await collection by parent/carer or their representative.