



## The Blue Coat School

An Academy 'Leaders in Science and Mathematics'

Church Road Wavertree Liverpool L15 9EE

Telephone: 0151 733 1407 Fax: 0151 734 0982

[www.bluecoatschoolliverpool.org.uk](http://www.bluecoatschoolliverpool.org.uk)

November 2017

Dear Parent

### Phoning/emailing the school office about absence

**To report an absence please telephone/email by 9.30am and include:-**

- Name and form of student – or year group if you do not know. Some students have very similar names and this helps to identify the correct student.
- Reason for absence – please include details e.g. cold/cough/vomiting.
- Expected date of return – this enables us to keep teaching staff and pastoral staff informed.
- Medical appointments/music exams – please let us know in advance of the absence by email [office@bluecoatschool.org.uk](mailto:office@bluecoatschool.org.uk), the time of the appointment and time expected back in school.
- Please note that students in year 7 – 11 will not be allowed to leave the school premises without being collected by a parent. Evidence of the appointment will be asked for by the Office staff when students sign out.

### Phoning/emailing the School Office about a Pastoral issue

When phoning or emailing the office about a pastoral issue please tell us the nature of the issue and the level of urgency (i.e. is it having or is likely to have an immediate effect on the safety or wellbeing of the student). The office will forward emails to the form tutor in the first instance so please advise of the tutor group

Thank you for helping us to support our students in the most efficient and effective way.

Yours faithfully

Mrs C MacKenzie  
Assistant Headteacher  
Behaviour and Welfare

