



Eastbrook Primary Academy

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18th January 2024

Dear Parents and Carers,

I hope you are all surviving the cold weather. We have now been back for a couple of weeks and wanted to send a few reminders:

Gates in the Morning:

The gates on the playground shut at 8.50am; therefore, by this point, all children should be in the school building by this time. If you arrive and the gates are closed, please do bring your child/ren to the main office where you will need to sign the late book. If you know your child is going to be late, ie a medical appointment, please do contact the office of their lunch choice. As you can imagine, the pupil numbers need to be at the kitchen by 9.15am.

Hospital and medical appointments:

Please do inform the office as soon as you are aware that your child needs to be absent from school. The office quite often gets a phone call to locate a child at short notice, this can prove difficult if the child is at Forest School or swimming. We want to ensure getting the child to the appointment on time!

Request for Absence in school time:

Please note that all requests should be submitted at least four weeks in advance of the intended absence. These forms require a process to be followed not only in school but also with West Sussex, in order for us to provide notification to each family submitting a request. We do appreciate that situations may arise where you are unable to give the required period of notice.

Thank you for your ongoing support.

Yours sincerely

Mr M Clark
Headteacher



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