



High School for Girls

Leave for Medical Appointments

All Appointments for Doctors or Dentist should be made outside of school time. For Hospital or orthodontic appointment please provide details below and attach a copy of the appointment letter or card to this form.

If Appointment made by phone please circle: Hospital/Orthodontist

Name of Student: _____ Form: _____

DATE OF APPOINTMENT: _____ To be collected from school TIME: _____

Time of return to school: _____

I will collect my daughter from Main Reception:

Signature of Parent/Carer: _____

Name of Parent/Carer: _____

The school operates Safeguarding procedures and takes its responsibility of duty of care for students seriously. Therefore we would be grateful if parents/carers would abide by the procedures set for all students in the main school.

All students in Years 7-11 MUST BE collected from THE MAIN RECEPTION by their parent/carer, or another adult contact on their student data sheet. Students should go to Student Services to sign out. Students will then go to the main reception when their parent/carer arrives.

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(Please do not write below this line)

Leave has been approved:

% Attendance _____

Name of Student: _____ Form: _____

From: _____ To: _____

Signed: _____ Date: _____