



Backwell School

An Ofsted Outstanding School
A National Teaching School

Station Road, Backwell,
Bristol BS48 3BX
Tel: 01275 463371
mailto:mailbox@backwellschool.net
www.backwellschool.net
Headteacher: Julian Baldwin MA

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Dear Parent/Carer

Procedure for students arriving late or leaving school early

As part of our aim to keep students safe whilst they are at Backwell School, we would like to remind you of the school's procedures for students arriving late or leaving early during the school day.

Lateness to school

- Students who arrive after 8.50 am are classed as late. Students who arrive between 8.50 am and 9.10 am should go straight to their tutor room or assembly.
- Any student arriving after 9.10 am (i.e. after the tutorial session or assembly), must report directly to Student Services and sign the Late Book before going to lessons.
- Students arriving after registration time will be coded as late; those arriving after 9.30 am are counted as having an unauthorised absence, unless the lateness was due to a medical appointment or similar.

Students leaving school early

- You should inform the school as soon as you become aware that your child will need to leave school early. This can be done either by sending a letter in with your child, telephoning the school on the main school number (01275 463371), the direct student absence line (01275 464188) or via mailbox@backwellschool.net
- The correspondence must state the name and tutor group of your child, the reason and date of planned absence, the time your child will be signed out, and the name of the person collecting them.
- You should meet your child in the Student Services Office (located behind the main Reception) to sign them out. If prior authorisation has not been received, then identification will be asked for from the person collecting your child. If this person is not recorded as the parent/carer, we will contact you for your permission. If we cannot contact you, your child will have to remain at school until the end of the normal school day.
- Students should come and wait at Student Services to meet the person who will be collecting them and signing them out.

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- Students are not permitted to leave school at lunchtime unless parents have given their written permission for them to do so, for example to use the Swimming Pool or Squash Courts at Backwell Leisure Centre. Students should still go to Student Services to sign out, and to sign in when they return so that the school knows where they are at all times.

Please note that students cannot meet their parent/carer in the car park or walk home unless we have the parent/carer's permission for them to do so.

Student Services will hold the advance notification on file in their office and staff have been instructed to follow the procedures outlined above.

Finally, if your child is returning to school later the same day, they should report back to Student Services to sign in on arrival.

Thank you in advance for your co-operation.

Yours sincerely

N Lind
Assistant Headteacher (Enabling Learning)