



# Radyr Comprehensive School

Ysgol Gyfun Radur

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Tuesday 9<sup>th</sup> January 2018

## **RE: Attendance Procedures in the Sixth Form 2017-2018**

Dear Parent/Guardian,

To ensure we are all clear on the expectations in the Sixth Form I would like to draw your attention to the following:

If your child is late to school, they must sign in with Mrs Perks in the sixth form study room in the purple folder before going to lesson so that we are aware they are on site.

If your child is unwell and unable to come to school for any reason please call the attendance line on 02920 845121 and leave a message. If this is a prolonged absence, work can be provided via by post or email. When your child returns to school this should be with a note explaining the absence and given to Mrs Perks.

If your child feels unwell and needs to go home they should sign out at general office once they have spoken to a qualified first aider or myself, Dr Roe or Mrs Perks.

### **Pupils are expected to be on site at all times even if they have a study period.**

If you are a partnership pupil when you arrive on site, please sign in the orange folder in the sixth form study room.

Should the alarm sound for a fire drill pupil in Year 12+13 should make their way to the Red-Gra. Please familiarise yourself with this any Partnership pupils stay together and find Mr Todd on the Red-Gra where a register will be taken based on these signing in procedures.

Can you all ensure that we have the correct contact details this can be updated by pupils completing the in touch form to ensure we have up to date mobile phone numbers.

Yours sincerely

Mr M Todd  
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