

ABSENT FROM SCHOOL

If you are absent from school the following steps need to be followed.

Ideally your Parent/Carer should contact the school office to let the school know that you are off school. Your parent/carer will receive a text message if they do not phone the school. The office will then update the register to state that you are absent.

On your return to school you must provide a letter or note and hand this in to the School Office even if a Parent/Carer has phoned.

APPOINTMENTS

If you have a dentist, doctors or hospital appointment you should bring a letter or appointment card with you on the day. This will allow you to show the note/card to your class teacher to allow you out of class. You should then go to the Office with the note/card to sign out.

LATE COMING

Late-coming to class disrupts your learning and the learning and teaching of others in the class. There can be times when you might be late to school for valid reasons. If you are late into school your teacher will mark you as being late on the register. You will also be marked late if you are late between classes. Your Pupil Support Teacher will monitor your late coming and may contact your parents/carers if a pattern emerges or if there is cause for concern.

FEELING UNWELL DURING THE SCHOOL DAY

If you feel unwell in school and you are in a class you must tell your class teacher. The teacher will then give you an Exit Slip and send you to the Pupil Support Office. The staff in the Pupil Support Office will then speak to you and if necessary phone a parent or carer to come to the school to collect you if you do not feel better.

You are **NOT** allowed to leave school without permission and you should not phone your parent/carer to come and collect you without speaking to the staff in Pupil Support.

UNIFORM

We have very high standards of dress at St Andrews HS and wearing the correct school uniform not only shows others the pride you have in your school but it helps you prepare and be ready for working hard in class and doing the best that you can.

If for whatever reason you are unable to wear the correct uniform your parent/carer should contact the school or your Pupil Support Teacher to explain why.

- Pupils should all wear their school blazer, REMEMBER TO PUT YOUR NAME ON YOUR BLAZER & TIE
- All outdoor jackets should be removed while you are in the school buildings.
- A white shirt with either a black cardigan or jumper and either a black skirt or trousers
- Jeans and leggings are not appropriate to wear at school.