

March 2024

ABSENCE PROCEDURE – ILLNESS & MEDICAL APPOINTMENTS

As from the start of next term, 8th April 2024, the way to let us know that your child will be absent due to illness or medical appointments will change for our Seniors Site.

When you call the school office you will hear an automated message, please select option 1. You will then be asked to leave a brief message with your child's name, class, and reason for absence. We would be grateful if this could be done before the registers close at 9.30 a.m. and EACH DAY your child is absent. If you would like a call back to discuss anything further, please mention this when you leave your message or alternatively if it is not about an absence, you can select a different option to go through to the office reception during school hours.

Birkett House Seniors

Tel 0116 2477711

Email seniors@birketthouse.leics.sch.uk