



BRENTFORD SCHOOL FOR GIRLS

BRENTFORD 6th FORM

VISION | CREATIVITY | EXCELLENCE

HEAD TEACHER: MARAIS LEENDERS | 5 BOSTON MANOR ROAD, BRENTFORD, TW8 0PG | TEL: 020 8847 4281 | EMAIL: GENERAL@BRENTFORD.HOUNSLOW.SCH.UK | WEB: WWW.BRENTFORD.HOUNSLOW.SCH.UK

15th February 2019

PDE/mm

Dear Parent/Carer,

RE: Leaving school site prior to 3.20pm

I would like to remind you that all appointments where possible should be made outside of the school day.

If a student has to leave the school site during the day, students must provide evidence of appointment to the School Attendance Officer.

As the parent/carer we ask you to complete a note in your daughters' journal and provide the school with proof of your daughters' appointment in order for the absence to be authorised.

If proof of appointment is not obtained and we are unable to contact parents to confirm the appointment we will not allow students to leave the site.

Thank you for your support.

Yours faithfully,

Mr P. Dexter
Assistant Headteacher

"TOP 100 NON-SELECTIVE STATE-FUNDED SCHOOLS IN THE COUNTRY" NICK GIBB, MINISTER OF STATE FOR SCHOOLS (FEBRUARY 2016)

