



**WETHERBY**  
SENIOR SCHOOL

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100 Marylebone Lane, London, W1U 2QU  
Telephone: 020 7535 3530  
[www.wetherbysenior.co.uk](http://www.wetherbysenior.co.uk)

11<sup>th</sup> February 2019

Dear Parents,

**Reporting planned and unplanned absence**

I am writing to clarify the arrangements for informing the School of a boy's unplanned and planned absence, and those for boys who are 'off-Games'.

**Unplanned absence from school**

It is obviously very important that we have a complete record of pupil absence at any time during normal school hours. In the event that your son is unwell and unable to attend school then please use the following email address that will be monitored by admin staff: [absence@wetherbysenior.co.uk](mailto:absence@wetherbysenior.co.uk), ideally before 0815, or as soon as possible thereafter. Please do copy in your son's tutor on the email too. We are required to record the reason for absence due to sickness so please do include a very brief description e.g. tonsillitis, upset stomach, etc. In the event that you are unable to email then please call reception.

**Planned absence**

For all planned absence, including medical appointments (which we would respectfully ask you to keep to a minimum to avoid disruption to your son's progress in lessons), permission must be sought in writing – email is recommended – from either Mr Bolderow or from me. In the case of email contact, again it would be much appreciated if you could copy in [absence@wetherbysenior.co.uk](mailto:absence@wetherbysenior.co.uk) and your son's tutor.

**Off-Games arrangements**

If your son is unable to take part in Games then he will be placed in the off-Games programme here at the school. If your son is unfit for Games then you should email [absence@wetherbysenior.co.uk](mailto:absence@wetherbysenior.co.uk) and copy in the Director of Sport, Mr Sullivan. On Games afternoons your son will be free to leave School at 4pm. When a boy feels unwell during the day he should let Mr Sullivan know and then go to reception to speak to Mrs Stewart or Mrs Gilby who will decide if parents need to be contacted. If boys are okay to stay in School but too poorly for games then they should do so until 4pm. If they are best going home then Mrs Stewart will phone home and arrange for them to be collected. We do not allow boys to phone home directly without permission of a member of staff.

Yours sincerely

David Lawrence  
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