Absence Procedures

**Morning of first day of absence:**

1) If you are going to be absent, please call Debs between 7 and 7.30am. It must be a phone call not a text.

If there is no answer, please leave a Voicemail and you will be called back.

Debs number is: 07411 824032

Debs will then speak with the appropriate staff in school to organise cover and planning.

2) Please can you also call the school office and leave a Voicemail to ensure your absence is recorded by the office staff.

3) Please text one of your work colleagues to keep everyone in the loop.

**Afternoon of first day of absence:**

Please call the school office before 3pm to let us know whether you think you will be in school the next day. If there is no answer, please leave a Voicemail. If you have said you will not be in school, there is no need to call again the next morning, but a call before 3pm the following day would be expected to let us know whether you think you’ll be back the day after.

A text to a work colleague would be helpful to ensure everyone is kept in the loop.

**Return to Work Meetings:**

Helen Wright will pass you a form and organise a Return to Work meeting with you and a member of the Leadership Team.

**Fit Notes:**

If you have been issued with a Fit Note (formerly Sick Note), this will need to be sent to Debs, who will then pass to Helen Allsop.