



18th March 2021

Dear Parent/Carer

Medical Appointments

We have recently seen an increase in parents/carers booking appointments during school hours. Whilst we do understand that in some cases this cannot be avoided, please do try to book any appointments for your child outside of the school day. This will help to minimise any disruption to their learning.

If you cannot avoid booking an appointment for your child during school time, please provide proof of appointment in advance. This can be done by emailing the appointment letter or screenshot of a text message to attendance@oswaldroad.manchester.sch.uk. Alternatively, if this is not possible, please ensure you have the appointment letter or text message with you when you collect your child from the main office.

Kind regards,

Susan Ravlic
Attendance Officer



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