

RISCA COMMUNITY COMPREHENSIVE SCHOOL
YOUR COMMUNITY, YOUR SCHOOL
...making the difference

www.risca.org.uk



WEB VERSION

Monday 27th April 2015

Dear Parent / Carer,

RCCS pupils are not allowed to leave site during the school day unless they have permission which has been agreed between the school and yourselves. In the case of a medical appointment a signed and dated note will be sufficient, and this needs to be handed into reception. Any other reason will need to be agreed with us in advance.

If you would like your daughter or son to leave school at lunchtime, the correct form has to be completed and a pass is then issued. Permission will only be granted to visit home for lunch, and a specific address needs to be provided. The expectation is then that the pupil will be off site every day, or on the specific days indicated on the form. If they are not leaving site on any given day they will need to inform reception so we can ensure our records are accurate should an emergency such as a fire arise over lunchtime.

This policy is in place to enable us to keep all our community safe, and any alternative or exceptional arrangements will have to be agreed directly with the headteacher.

I hope this clarifies the situation for everyone. Pupils who leave site without the correct pass can expect to be challenged and sanctions will be issued. Pupils who return late from lunch can expect to have the privilege of the pass out withdrawn.

Yours sincerely,

John Kendall
Head Teacher / Prifathro