

## PRESTON MANOR SCHOOL

Upper School Site: Carlton Avenue East, Wembley, HA9 8NA  
Head of Upper School: Mr. Tom Phillips  
Email: info@preston-manor.com | Tel: 020 8385 4040

Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ  
Head of Lower School: Mr. Kevin Atkinson  
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**Executive Headteacher:** Mr. Russell Denial | Website: www.preston-manor.com



7.2.2025

Dear Parents and Carers:

### Re: Appointments during school time

I hope this message finds you well. As we strive to provide the best educational experience for our pupils at Preston Manor Lower School, I would like to discuss the scheduling of appointments during school hours.

### Request to Schedule Appointments Outside School Hours

We understand that dental or GP appointments are sometimes necessary. However, to ensure that your child does not miss out on essential learning opportunities, we kindly request that you schedule these appointments outside of school hours whenever possible, including the 13 weeks of holiday period. This will help us maintain the continuity of your child's education and reduce disruptions to their learning day.

### Emergency Appointments

In the case of emergency appointments, please be aware that staff will only retrieve children from class once parents have arrived at the school. This approach minimizes the amount of learning time lost and ensures a smoother transition for your child. Furthermore, the school does not recommend that siblings are taken out of school at the same time as the child who is attending an emergency appointment. This is limiting a child's learning experience for no purpose which is not fair for that child.

### Additional Information

If your child needs to leave school for an emergency appointment, please ensure that a responsible adult is present to collect them from school. This is for the safety and security of all pupils.

Thank you for your cooperation and understanding in this matter. By working together, we can ensure that your child receives the best possible educational experience at Preston Manor Lower School. If you have any questions or need further assistance, please do not hesitate to contact the school office.

Yours sincerely,

Mr K Atkinson

Head of Lower School