

Helpful Information:

There may be times when your child may need some help or support.

They can always talk to their Tutor, their subject teachers, our Pastoral Support Team or their Year Leader.

Students should report to **Student Reception** if they:

Are late

Students should be in their Tutor Rooms by 8.25am. Any students arriving after this time will need to sign in the late book held in Student Reception.



Are feeling unwell

Students who feel unwell during the school day should tell their teacher who may give them permission to visit Student Reception by issuing them with an exit pass.

If a student is unwell outside of a lesson, they should go to the Student Reception to be assessed by a First Aider.

If a student is too unwell to remain in school a First Aider will contact Parents/Carers in order to arrange collection.

If you receive a call directly from your child requesting to be picked up because they are unwell, please speak to our First Aider before coming to school to collect your child.



Need medication whilst at school

Please contact our First Aider who will be happy to discuss the school's process regarding holding/taking of medication whilst your child is at school.

They will provide you with the necessary forms to complete.

If your child has a serious medical condition and requires an EpiPen/Jext Pen, we will need to hold one in Student Reception as well as your child keeping one on their person at all times.

Have to attend a dental/ medical/other appointment

We request that whenever possible medical/dentist appointments are made outside of school hours.

If your child must leave school during the day for any reason then please notify their Tutor and the Attendance Officer in advance by email.

Students **must sign out** at Student Reception. If your child

returns to school later on the same day then they must sign back in again at Student Reception.

If an appointment is made before school which will mean your child will arrive at school after 8.25am, please notify their Tutor and the Attendance Officer in advance by email.

On arrival, your child **must to sign in** at Student Reception.

Have lost/found something

Student Reception staff will endeavour to locate the lost item.

Please ensure that your child's personal belongings are labelled, including all items of uniform, as this helps us to return them quickly if they are lost/misplaced.

If a student finds an item of lost property, they should either hand it into their class teacher or take it directly to Student Reception.



You should notify the School if your child:

Will be leaving us

If you are moving out of the area and your child will be leaving us to attend another school it is important that we are notified asap. Please complete the School Transfer form ([click here](#)) and return it to our Year Leaders Admin team.

If you have already moved and are still waiting for confirmation of a school place for your child please do not delay returning the form. An email update will be sufficient at a later date.

Is going to be absent

The School must stress the importance of attending school every day.

We request that if your child really cannot attend school, that you should ring or email the school before 8.25am to notify us.

Please provide:

Their name
Their Tutor Group
The reason for the absence
Their expected return date to school
Your name
Your relationship to the child

If they cannot return the next day please keep us updated by contacting our Attendance Office each day, either by phone or email.

If you wish to request a leave of absence for your child please complete the Leave of Absence form ([click here](#)) and return it to our Attendance Officer by email.

Please be aware that it is only in exceptional circumstances that the School would agree to a child being absent from school during term time.



Attendance
Matters
Every School
Day Counts

Contacting the School

Parents may contact the school at any time if they have any questions or concerns regarding their child.



General communications between school and home should be via email and to their tutor in the first instance.

At times you may also need to contact their subject teachers, their Tutor or their Year Leader.

If the contact information we hold in respect of your child changes, please email the Data Office so we can ensure your records are accurate.

If Parents need to visit the school please report to the Main Reception on arrival and our office team will be happy to assist.



Our School telephone number is: 0118 9784406 For
a list of teaching staff emails, please [click here](#)



Other key department's emails within school:

Attendance Office absences@emmbrook.wokingham.sch.uk

Data Office dataoffice@emmbrook.wokingham.sch.uk

General Enquiries enquiries@emmbrook.wokingham.sch.uk

Year Leaders Admin YearLeaderAdmin@emmbrook.wokingham.sch.uk