



International School Groningen

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Dear Parents/Guardians,

Obviously it's vital that we have an accurate record of your child's attendance in school. We need to know whether they are at home, or are expected here. This is for their safety. In addition we need to be able to highlight and deal with irregularities as consistently as possible for all our students. Therefore we would like to draw your attention again to the following basic expectations regarding school attendance.

Sickness :

If a child is sick please inform the school before 9:00am on the same day by:

- Phone: +31 (0) 50 534 00 84
- or email: ISGabsent@maartens.nl

Please make sure you call in or email for everyday that your child is sick. This way we will know if they are due into school and that nothing has happened to them on the way into school.

If you do not call/mail your child in sick to the school, the child will be recorded as being absent without a reason and we will try to phone home after 9:00am.

Going home sick during school hours:

If a child falls sick during the day and is unable to continue at school, then the following will apply:

- MYP1-3 : The student must report to the IS Reception. Charlotte will then call one of the parents to arrange that the child be collected from school.
- MYP4-5 & DP1-2 : The student must report to the IS Reception. When the child gets home a parent must phone the school to inform them that they arrived home.

Dentist/doctor's appointments:

Please inform the school by email or phone, at least 24 hours in advance. Please arrange these appointments outside of normal lessons when possible

Other absences

For longer absences please read the "absence of school" on the website, which you can find here:

http://www.isgroningen.nl/Life_at_the_ISG/Absence_from_school

We would like to stress that you must always inform the school if your child is absent even if it's an obvious and valid reason.

Lateness

If a student is late for the first and second times they will receive a warning, if they arrive late for a 3rd time then they will have to report to school early. See attached for the consequences if they continue to arrive late.

I hope this clarifies the situation.

Kind regards,
Jacqueline Eschweiler
Deputy Head MYP