



## What shall I do if.....?

### **We want an appointment with the headteacher or class teacher:**

Phone or call in at the school office to arrange a suitable time. The class teacher is usually available every Monday and Tuesday at 2.50 pm.

### **My child has a dental or doctor's appointment. Tell the class teacher and the school office.**

We want to take a holiday in term time. School is not allowed to authorise holidays during term time, except in exceptional circumstances. If you feel you have exceptional circumstances please ask at the school office for an application form.

### **My child has head lice.**

Please let us know. Treat the hair with some lotion from the chemist or use the conditioner method.

### **We are running late.**

Please call the school office to let them know.

### **We have moved house / changed mobile number.**

Please let the school office know.

### **Our family breaks up.**

Tell the class teacher or headteacher. It helps us to understand why a child may be feeling unhappy.

### **My child doesn't want to come to school.**

Talk to the class teacher or see the headteacher.

### **We are in a financial crisis.**

See the headteacher—we can sometimes offer support with costs, such as school trips.

### **My child has lost an item of clothing.**

Look in the lost property box near Parents Corner. There is a high probability that it will be found if it is clearly marked.

### **My child is ill at home.**

Phone the school office in the morning as soon as possible.

Please check the school website regularly for latest information, dates, news etc.

[www.tavistockinfants.co.uk](http://www.tavistockinfants.co.uk)