Roundthorn Primary Academy
Roundthorn Road
Oldham
OL4 5LN

Interim Executive Principal: Mr John Taylor
Head of Academy: Mrs Joelle Hardman
Tel: 0161 770 8600
Email:roundthorn@focus-trust.co.uk

18th November 2026

Dear Parents and Carers,

Re: Collection of Children for Medical

We would like to remind all parents and carers that wherever possible medical, dental and other routine appointments should be arranged outside of school hours to minimise disruption to your child's learning and time in school.

We understand that on some occasions appointments may need to take place during the school day. However, children should only be collected during school hours for urgent medical attention or where an appointment cannot reasonably be arranged outside of the school day.

If you need to collect your child for an appointment, we kindly ask that before 9am you provide the school office staff with evidence of the appointment such as:

- An appointment letter.
- An appointment card.
- A text message confirming the appointment.

This will help us to ensure that all absences and early collections are accurately recorded and authorised in line with school procedures.

We appreciate your understanding and cooperation in helping us to ensure that children do not miss valuable learning time unnecessarily.

Thank you for your continued support.

Mr J Taylor