

Apologies at the Heinrich-Böll-Gesamtschule

Illness



If your child is **sick**, please **call** the **school** immediately under **0234 516020**.



As soon as your **child is healthy** again, please make sure **he/she brings a written sick note including your signature**.



If you got a **doctor's note**, you **still need to sign it** on the back.



If your child leaves school early (always after a call), he/she still **needs a written sick note**.

Absence due to appointments



If your **child has an appointment** (e.g., orthodontist or city office), **please inform** the class teacher **at least a week before** (e.g., through the Böll-Planer). **Afterwards** your child **still needs an official document** to confirm the appointment.

A small favour: **Please try to schedule the appointments for after school**.

Particularities



Normally your child **only needs your written sick note**, a doctor's note is typically only needed if your child is sick for three days or more (in this case you go to your family doctor or your paediatrician).



In **some cases**, the school **will demand a doctor's note**. If this is the case, you will be notified personally.



Before and after school holidays your child always needs a doctor's note.