



Co-op Academy
Nightingale

Absence Reporting Nightingale 2017-2018

Sickness/Family Emergency

In the event that you are unable to attend work you must report absence to your direct line manager (If unsure please find on the back). This should be done by making a telephone call between the times of **7:00-7:30am**. Should you be unsuccessful in making contact initially please continue to try until you have spoken in person. If you are still unable to make contact please contact another member of the SLT whose numbers are recorded below.

A voicemail message and/or text message are not sufficient. It is essential the school is aware of your absence so appropriate cover can be arranged.

Matthew Phillips – 07805557859

Sarah Woodland – 07467146870

Jack Sowter - **07821590137**

Please call the school on **0113 235 9164** before 3pm on **each day** of your absence to indicate if you are likely to be able to return to work the following day or if further cover will be needed.

For absences of more than 7 days (5working days), a fit note from the Doctor will need to be provided.

When you return to work you must complete a return to work interview with your line manager on the day of your return **before carrying out your duties**. In the event of your line manager being absent on your return please see another member of the SLT team.



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Jack Sowter	Sarah Woodland	Matthew Phillips
Sarah Woodland	Emma Pickthall	Ashley Bellwood
Matthew Phillips	Lauren Banyard	Farzana Kauser
Nicky Zielinski	Yolanda Martin	Hawa Shurkian
Jessica Clarke	Emily Roebuck	Nazia Hussain
Mehnaz Sharif	Angela Packer (SEN TA)	Natalie Chesterman
Michaela Andrews	Haleema Begum (SEN)	Natasha Stapleton
Nicole Springer	Fiona Sugden	Zara Gisby
Lesley Culley	Daniela Mailat	Kassu Simie
Sharon Pritchard	Lucy Sutton	Nicola Matthews
Mehreen Kauser	Debbie Bellis	
Haley Crispin	Kathryn McDonagh	
Nidha Tanday	Shauna May	
Rose Ahmet		

Line Management Nightingale 2017-2018



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