



Wednesday 29th November 2017

Dear Parents/ Carers,

Absence from school



If your child is ill please could you inform the school office in the first instance rather than the class teacher. The office staff will then let the class teacher know. This is because it is difficult for teachers to pass the message on whilst they are busy supervising children and in the meantime the office staff may be telephoning you at home because they have not yet received the message. It is essential that the office know exactly where the children are and why as they deal with attendance and safety, updating registers etc.

Messages can be given to office staff directly or by telephone. The school answer machine is on from early each morning. Messages can also be given to members of staff who are available to talk with parents in the mornings such as myself, Mrs Bargh, Mrs Jones, Miss Smith or Miss Faulkner.

Thank you, we hope that this will reduce unnecessary telephone calls and ensure that the office are fully informed at all times.

Regards,

Mrs L O'Brien
Assistant Headteacher

