



October 2017

Dear Parents/Guardians,

We are currently reviewing and updating our school attendance procedures with a particular focus on student absence. As a result, we are trialling a texting service by which the school may, in certain circumstances, send you a text if your son/daughter is absent from school and we are not aware as to the reasons why.

If you do receive such a text, we would request that you contact the school office absence line on 01747 822222 leaving a message to confirm the reason for absence.

Can I take this opportunity to remind you that we would request you phone the absence line for each day that your son/daughter might be absent.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'P Nicholson', written in a cursive style.

Mr P Nicholson  
**Headteacher**