



27th November 2017

Dear Parents/Carers,

Absence Text Number

We have now installed an automatic communication system that will allow you to contact us directly by text message to inform us if your child is going to be absent from school. The aim of this is to reduce the number of calls the office receives at busy times of day, such as first thing in the morning. It will also mean that you can text the school outside of office hours to let us know if your child is going to be absent.

If your child is absent from school please text us on **07537 436359**, stating the reason for their absence and how long you expect them to be off school for. You can also use this number to let us know about an appointment that they need to attend.

Please include your child's full name and class when texting the school. All text messages received will be monitored by our Attendance Administrator, Helen Allsop. Please **do not** use this number to pass on any messages to school other than those reporting your child's absence or medical appointments.

Kind regards,

Ellie Linton
Communications & Marketing Manager



Inspiration & Success

