

31st January 2023

Dear Parents/Carers

We would like to remind parents/carers about the importance of letting the school office know of any pupil absence or medical appointments.

We are pleased that many of you regularly keep in touch with your child's class teacher through Class Dojo and encourage you to continue to do so for classroom related issues. Class Dojo is a fantastic platform that enables communication between your class teacher and yourself whilst also allowing you to see what your child has been working on in class.

It is important that you call the school office before 9.15am to make us aware of any absence. If we have not received communication from you at this point, we will send a text as a reminder.

Medical appointments also need to be reported to the school office and evidence will also need to be provided, such as an appointment letter or a photograph of any prescribed medication following an absence etc.

Please feel free to contact the school office if you have any queries regarding this matter.

Thank you for your continued co-operation.

Yours faithfully



Mrs Richards and Miss Johnson
School's administration team.