



SJMW/ks

11 January 2020

TO PARENT/CARERS

Dear Parent/Carer

Many thanks for confirming your child's attendance on site. It is vitally important that we stick to the routine that you have indicated in order to support consistency as well as your child's wellbeing, also to help staff who must plan for education and risk assessments.

Please can we remind you that if you are not sending your child in at any point we do need to be alerted as to why, otherwise we would record your child's absence as unauthorised.

If you have any concerns about attendance you must contact your child's Form Tutor in the first instance.

Also, as is usual, if there is a medical appointment we would need to see the appointment card.

Yours sincerely

Archers Brook School

Archers Brook

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