



24th November 2009

Dear Parents/Carers

Re: Arrangements for children coming in and out of school during the school day

In order to tighten up Fire Safety procedures, as from today any children leaving the school premises or arriving late will need to be signed in or out at the school office by a parent/carer.

As a school we strive to provide our children with the best education possible, including keeping levels of attendance in line with the school's and National targets. For this reason medical appointments must be confirmed with an appointment card. If an appointment card is not presented, the absence will be marked as unauthorised.

Furthermore, may I take this opportunity to remind you that should your child's attendance fall below 90% for any reason, you will be contacted by Mrs Myles to discuss the reason. If attendance does not improve a referral may be made to the Education Welfare Officer to investigate.

Thank you for your ongoing support.

Yours Sincerely

Helen Williams
Head Teacher