

7<sup>th</sup> October 2021

Dear Parents/ Carers

If your child is going to be absent for any reason we kindly ask that you inform the **school office** by 8.30 on the morning of their absence. This is to ensure your child receives the correct absence code in the register.

I am aware that parents/carers often email the class team to let them know, however, mornings tend to be very busy and teachers do not always manage to get these messages to the front office in time. As you are aware, due to the complex needs of our pupils we have high staff: pupil ratios in all classes. Unfortunately, we are currently experiencing a high level of staff absences due to being in the midst of flu season, which seems to be affecting more people than usual as a result of the pandemic. We are having to make staff changes on a daily basis and it is therefore essential that we know expected pupil numbers to ensure every class has the correct number of staff.

Thank you in advance for your support in this matter

Yours faithfully



Victoria Fackler  
Headteacher