

Monday 17<sup>th</sup> November 2025

Dear Families,

## Office Update and Reminders

### **New Admin Assistant**

On Monday 10<sup>th</sup> November we welcomed Mrs March to the office, our new Admin Assistant to the office. Her working hours will be Monday to Friday 12-4pm. Please do stop and say hello

### **Absence**

Should your child be absent from school please either:

- Leave a voicemail
- Register the absence on Parentmail

Please do not email class teachers or send a DOJO as this may result in the message being missed .

Absences need to be registered by 9am. Should we not have heard from you we will contact you.

If your child is absent for several days (i.e. sickness), the absence needs to be recorded daily. We have a legal obligation to be in contact with families daily.

### **Medical Appointments**

Wherever possible, medical appointments should be made outside of school hours. Should this not be possible, proof of the appointment needs to be sent to the office.

If a sibling is required leave at the same time as those having the appointment, their absence will be marked as unauthorised.

### **Term Time Leave**

All term time leave requests need to be submitted via the office with 14 days' notice wherever possible. Please request a form from the office.

Leave will only be authorised in extenuating circumstances. If the school refuses your request and your child is still taken out of school, this will be recorded as an unauthorised absence. This will result in a penalty notice being issued or legal action taken for poor attendance.

Kind regards,

A handwritten signature in black ink that reads "Laura Constanza". The script is cursive and fluid.

Laura Constanza

Headteacher