



Priory Woods School & Arts College, Tothill Avenue, Middlesbrough, TS3 0RH

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Headteacher: Mrs Janis French

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5.5.17

Dear Parents and Carers,

I am writing to respectfully remind you of our attendance procedures as recently we have had a few problems with being unable to contact families when a pupil is absent.

If your son or daughter will not be in school, it is important that you contact us by phone early in the day to let us know.

As is the case with all schools, it is our duty that should your child be absent and we do not know why, then we must try to contact you. It is important therefore that we always have up to date contact numbers, not only for attendance but also in the case of an emergency.

Our Parent Support Adviser, Karen Appleby, also helps to support attendance and works with many families to support them in improving poor attendance. As always, we like to work with our families to ensure that together, we are doing our very best for your children. Please be assured that we recognise that many of our children and young people have complex health needs which impact on their attendance. However, we want all of our children to be in school to give them opportunities to learn and benefit from all of the fantastic things we do at Priory Woods!

Many thanks for your continued support,

Kind regards

Janis French

