**Dear Parents/Carers**

**IMPORTANT MESSAGE!**

**RE: Absence & Appointments communications**

If your child is unable to attend school please do not email your child's class teacher or other staff members with this information. Could Parents/Carers please communicate reasons for absence through the **SCHOOL OFFICE** **via:**-

**ParentMail app - Absence**

(Please ensure you download the ParentMail app and turn on notification to make sure your child does not miss out on any last minute activities or events – all communications will come through ParentMail)

**Email: office@wallsendjubileeps.org.uk**

**Telephone: 01918141601**

Please contact school by 9.30am (1.15pm for afternoon Nursery). School is legally required to submit attendance records to the Department for Education daily stating reasons for non-attendance. If no notification is received by 9.30am (1.15 for afternoon Nursery) we will contact you. **If we are unable to make contact a code of N (no notification) will go in your child's register and you may be contacted by local authorities.**

When advising school of any absence please inform us of reason for absence, poorly, unwell and under the weather are difficult reasons to determine the reason for absence and we would need to contact you further.

Many thanks for you cooperation in this matter.

L Hayes

School Office