

For the attention of all Parents/Carers

Reporting Absences:

Dear Parents/Carers,

Please make sure that all absences are reported to the School Office.

This can be done through the **Arbor App**, by **phone 01918141601** or by **email** office@wallsendjubileeps.org.uk .

Parentmail is no longer in service, therefore any messages sent to Parentmail will not be received.

Please contact the school by 9.30am. 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, 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 a brief explanation of the reason for absence.

Many thanks for your cooperation in this matter.

H Burns

School Office