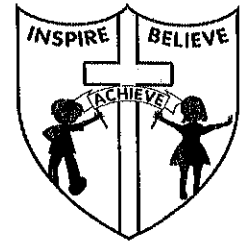


Whaplode (Church of England) Primary School
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Executive Head Teacher: Mrs A Flack
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Whaplode
Church of England
Primary School

But as for you, be strong and do not give up, for your work will be rewarded ~ 2 Chronicles 15:7

02nd December 2020

Dear Parents/carers,

It has been noticed recently that the school office is not being notified if your child is unable to attend due to illness. Registration is completed by the class teacher shortly after your child's arrival time. Where a child arrives after the registration time, the child will be marked as late. This will **not** count as a present mark and it will mean they have an unauthorised absence.

In line with our safeguarding procedures, please can we remind parents/carers to contact the school office as soon as it is reasonably practical, **prior to 9.30am**. The school has an answerphone option where you can leave a message at any time. Parents/carers must inform the school every day of absence, whenever their child is unable to attend.

If a note or telephone call is not received from parents/carers, the parents/carers will be contacted by the school office by telephone, email and or text message.

Many thanks for your continued support

Yours faithfully

Mrs E Adie
Head of School



I can do all things through him who strengthens me ~ Philippians 4:13