



SALTBURN
Learning Campus

All Learners Always Learning



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Executive Headteacher: Mr P Eyre Head of School (Saltburn Primary School) Mrs C Chadwick Head of School (Huntcliff School) Miss L Wilkinson

26th October 2018

Dear parents and carers

Following a review of Saltburn Learning Campus's Absence Reporting Procedure, I am writing to inform you that following half term (starting on Monday 5th November 2018) **you will be required to inform school every day of your child's absence** rather than every other day. The main reason for this change is to ensure we have contact on a daily basis for safeguarding purposes.

Please continue to ring 01287 621010 before 9am and use option 1 to report an absence from Saltburn Primary and option 2 to report an absence from Huntcliff. If leaving a message on the absence voicemail, please remember to state your child's full name, their class or form and the reason for the absence. Please note: school is unable to record 'unwell' as a reason for absence therefore please state the specific illness or symptoms in your message.

Many thanks for your support and co-operation with this matter.

Yours sincerely

Mr P Eyre
Executive Headteacher

