

Dryden School
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Head Teacher: Mrs Dawn Winter

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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 that we always have up to date contact numbers, not only for attendance but also in the case of an emergency.

We also understand that many of our children have lots of medical appointments and that these will often be in school time. When this is the case, please can you make sure that they are absent only for the time the appointment takes. For example, if the appointment is at 10.00am, then they could come back to school afterwards, or if the appointment was 2.00pm, then he or she could be collected after lunch. We understand that not all appointments are in local hospitals and that this may not always be possible. Equally, your child may be undergoing some treatment which would make coming back to school impossible.

Please don't hesitate to contact us for support in improving attendance. As always, we like to work with our families to ensure that together, we are doing the 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 the fantastic things we do at Dryden School.

Many thanks for all your continued support

Yours sincerely

Dawn Winter
Head Teacher

