



MAIDEN ERLEGH

CHILTERN EDGE

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Dear Parent/Guardian

Student absences

I am writing to you to bring to your attention a slight change in our protocols regarding student absences. If we do not receive any notification of a student absence, we will now be using text messages to contact the parent on the first day of the absence. Previously, we were using e-mails but found that some parents did not regularly check their family e-mail addresses during the working day and therefore communication of the absence could sometimes be slow. This amendment to our procedures will allow the school and home to work together more closely in the best interests of the student.

Yours faithfully

Andy Hartley
Headteacher