



Reddish Hall School

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Thursday 2nd February 2023

Dear Parents/Carers,

As the school has grown significantly over the last twelve months and is now across multiple buildings and sites, we are revising how pupil absence is reported. You may have previously emailed your child's form tutor or TA. From Friday 3rd February we are requesting that you only report absence by either calling the main school number, or emailing a dedicated email address. Form times are busy times for teachers and teaching assistants and they may not always get the chance to check their email or work phone and pass on a message, resulting in our attendance team then chasing parents for information that has already been provided.

Parents/carers can call the main office number on 0161 442 1197, where you can speak with a member of staff or leave a message on the voicemail system. Alternatively, you can email our new email address pupilabsence@reddishhallschool.co.uk

Can I please remind you that pupil absences must be reported by 10am each day. If we have not heard from you by 10am we will phone, text or undertake a home visit to ensure you are okay as part of our safeguarding procedures.

If there has been a change to your address, contact numbers and emergency contact numbers, please provide us with this information as soon as possible. You can do this by either sending a note in to school, emailing admin@reddishhallschool.co.uk or phoning the main reception (0161 442 1197).

Yours sincerely,

Sarah Makin
Executive Headteacher