



LONG MEADOW SCHOOL

Garthwaite Crescent, Shenley Brook End, Milton Keynes, MK5 7XX
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Headteacher: Sue Davies

17th November 2017

Dear Parents / Carers

Morning Registration

By using new technologies, we have been able to speed up the way we register children in the morning. With this in place, we are updating our procedure to deal with absences at the start of the school day.

From today, if your child is going to be absent from school, we **MUST** be informed by 8.55am. There are four ways you can do this:

- Call the school on 01908 508678, with the option to leave a message
- Text us on: 07786201170
- Email us at: attendance@longmeadow.milton-keynes.sch.uk
- Call into school and talk to staff at reception (do not pass on message to any other member of staff)

Parents must contact us each and every day that your child is absent, rather than tell us: 'They will be away for 5 days'.

If you have not contacted us by 8.55am our procedure will be:

- Your child's absence will be recorded as 'Unauthorised Absence'.
- We will then send parents a text message asking them to contact the school immediately.
- If parents do not reply to this text message, we will phone them.
- If we do not get a response, we will consider phoning Thames Valley Police, asking them to carry out a 'Welfare Call' to the home address as we are concerned about a child's safety.

I am sure you will agree that it is vital that all of our children are accounted for at the start of the school day. By letting us know before 8.55am, it will significantly help us in ensuring all of our children are safely in school.

Should you get a message informing you your child is not in school, and you are expecting them to be, please phone us immediately, bearing in mind that this may be an administrative error, or your child missed the 8.55am deadline by a few seconds.

Yours sincerely

Sue Davies
Headteacher