



Snettisham Primary School

School Road

Snettisham

Norfolk

PE31 7LT

TEL: 01485 541274

office@snettisham.norfolk.sch.uk

www.snettisham-primary.co.uk

21st October 2020.

Dear Parents/Carers,

Reporting your child's absence – our Safeguarding Responsibilities

We would like to explain that due to our safeguarding responsibilities, we will text families every day that a child is absent if we have not heard from that family on each day (even if you have pre-warned us that they may not be in the following day).

It is a legal requirement to make contact with a parent daily, to ensure that a child is not presumed to be ill when they have, in fact, walked to school and something happen on the way to prevent them arriving. Should an incident occur, a whole day would pass before anyone would know that a child is missing.

If your child is absent, for any reason, please contact school every day. Please, either email the office or call, leaving a message if there is no reply.

All schools have annual Safeguarding training and we are committed to ensuring that the safety of your children is in everything we do. We do not mean to annoy or upset by texting and I'm sure that you would support us in our endeavours.

Yours sincerely,

Louise Jackson

Executive Headteacher

Executive Headteacher
Ms L. Jackson

Deputy Headteacher
Mrs E. Hunt

Assistant Headteacher
Mrs C. Enters

 West Norfolk Academies Trust

