



KING EDWARD VI HANDSWORTH SCHOOL

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Registered Charity No: 529051

December 2009

Dear Parent / Guardian

We are in the process of introducing a new system which allows us to send messages to parents instantly via text, voicemail and email. We will be using it to provide useful information relevant to your daughter. Primarily, we will be using this system to improve our handling of attendance. We are therefore taking this opportunity to clarify the attendance procedure.

If your daughter is going to be absent from school, it is essential that you contact us via one of the following methods before 8.50 am, as this is when the registers are taken.

Voicemail number 0844 239 3299

Text number 07624 816018

Messages can be left on these numbers from midnight onwards on the day of absence. Please speak clearly and leave your details as requested. You will need to repeat this process each day that your daughter is absent from school, so that we are sure whether she is due to be in school or not.

If your daughter has a medical or dental appointment, please let us know 48 hours in advance, where possible, using the same voicemail and text numbers shown above. Please note that you will need to come to the main school reception on **Rose Hill Road** to collect your daughter in person. She will not be able to leave the premises unaccompanied during the school day for health and safety reasons.

If your daughter is absent, and we have not received a message from you, we will contact you. Please note that contact will be with whoever you have named as her first emergency contact.

To prevent unnecessary calls, please ensure that if your daughter is late (arrives after 8.50 a.m.), she comes to the main school reception on **Rose Hill Road** and signs in. All other entrances will be closed at 8.50 a.m. If your daughter has an instrumental music lesson during registration, she also needs to come to the main school reception first and sign in.

For this system to work smoothly, please keep us informed of any changes to your home, mobile or email contact details.

We appreciate your support in safeguarding your daughter and in enabling us to achieve the best academic, extra-curricular and pastoral provision for her.

Yours sincerely

Dr E. V. Insch
Headmistress