



8<sup>th</sup> October 2021

### Important Safeguarding Arrangements

Dear Parents,

I am writing to clarify the arrangements for reporting to us that your child is absent from school. It is essential that we are informed of absence, so that we know that your child is safe. Our telephone number is 01904 806293.

1. If your child is absent from school please let us know **by 8.45am at the latest.**
2. If you have not informed us, school will phone you after the register **at 9.15am.**
3. On the rare occasion that we cannot contact you, we will phone all of your emergency contacts.
4. In circumstances where we are still unable to make contact, and therefore do not know that your child is safe, Mrs French and I will visit your home.
5. If no one answers, we will post a letter informing you of our visit.
6. If we return to school and still do not know the whereabouts of your child, we will notify the police.

Yours Sincerely,

Mrs Ash Atherton

Head teacher

Burton Green Primary School

Clifton, York YO30 6JE

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