



**HEACHAM JUNIOR SCHOOL**

College Drive, Heacham, PE31 7EJ

TEL: 01485 571013

office@heachamjunior.co.uk

www.heachamjunior.co.uk

Date: 12 October 2023

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, before 8.30am if possible, leaving a short message on our answerphone. There is an option specifically for reporting a child absent, or you can email the Office.

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,

Emma Hunt  
Executive Deputy Headteacher

EXECUTIVE HEADTEACHER  
Ms L Jackson

EXECUTIVE DEPUTY HEAD  
Mrs E Hunt

ASSISTANT HEAD  
Mrs E Jones

