



Principal Mrs Emma Barker

Gaunts Road, Pawlett, Bridgwater, Somerset TA6 4SB
(01278 684151)

Email: info@ppsa.theplt.org.uk
[@PawlettPrimary](https://www.pawlettprimaryschool.co.uk)

25th January 2023

Dear Parents and Carers,

Absence reporting

We take safeguarding very seriously and it is imperative that we know our pupils are safe, well and accounted for. With this in mind please can we remind you that any absences for your child/children need to be reported daily to the school office.

This can be done through a number of different ways:

1. Ring the school office on 01278 684151 and select absence line to record a voicemail message
2. Ring the school office on 01278 684151 and speak directly to the office staff (during school hours)
3. Report through Weduc by selecting your child and click on 'report an absence'
4. Email the school on info@ppsa.theplt.org.uk

If we have not received a message regarding your child's absence by 9:00am we will call parents directly, starting with primary carers. These calls will take place by 9:30am. If we are unable to get through to parents by this time we will continue to call your contacts in priority order.

If by 10:30am we have still not had any communication regarding your child's absence and have been unable to speak to anyone on your contacts we will make a final request to have confirmation of their absence. If we have still not received a reply by 11:30am we will consider conducting a welfare visit, which may involve the police.

Our absence and safeguarding policies are available to view on our website
<https://pawlettprimaryschool.co.uk/policies-2022/>

Thank you for your cooperation,

Kind regards
Emma Barker
Principal

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