

ABBOTSWOOD JUNIOR SCHOOL



'Helping **everyone** achieve their best'



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Headteacher: Mr G Moore

'It Really Does Matter'

12th December 2022

Notifying Pupil Absence

Dear Parents & Guardians,

Please may we remind you how important it is to notify before school starts if a child is going to be absent.

You can do this using in-app messaging in the Arbor app > Login > Go to the pupils profile > Click on messages > Send new message.

We always need to know the reason for the absence and we need to hear from you each day of their absence.

Ideally, please contact the school before the school day starts.

We understand that some parents have not been able to leave messages on the absence line. The absence line has a limited capacity and therefore in-app messaging is our preferred method of notification.

Thank you,

Abbotswood Junior School