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Ref: SJ

Wednesday 16th September 2020

Dear Parent/Carer,

As we are at the beginning of a new term and with many new families starting here with us, I thought I would take the opportunity to advise you of the various ways there are to report your young person absent, or needing time off for appointments.

There are three main ways to do this:-

*You can e-mail attendance@farlingaye.suffolk.sch.uk

* You can leave a message on our absence line (select option 2 when calling the main number **01394 385720**)

*You can send a message via the **school gateway app**.

Whichever way you choose, please could you advise us of the young person's Year group and form and the reason for the absence or appointment, so that we can ensure we mark the registers with the correct reason.

If you have any queries regarding this, please do not hesitate to contact me.

Kind regards

Mrs S Jones
Pastoral Support Manager