



JAMES GILLESPIE'S HIGH SCHOOL

HEAD TEACHER/CEANNARD : Donald J Macdonald MBA, BSc, SQH

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August 2012

Dear Parent/Guardian,

Combating Absenteeism in our School

Our school has installed an automatic communication system that will contact you directly if your child is marked absent from school. This will ensure the absence is known as soon as possible and alert you if your child is not in school when they should be.

You will have already supplied school with contact telephone numbers when your child started at the school but you may prefer to update these and where applicable include mobile and work numbers.

If your home, mobile or works telephone number has changed recently please provide your new numbers including area code. Please note, these numbers should be contact numbers for parents, step-parents or foster parents whom you would wish us to contact to verify your child's absence. We do not require your emergency telephone numbers.

Your child will be automatically included on the system, however, should you prefer not to be notified that your child is absent from school please call me on the above number to discuss this further.

By introducing this service, our school is able to reassure you that we are meeting the Government's recommendations in contacting you on the first day of your child's absence. It will also provide an early warning system should your child go missing from school. As always your child's safety is our main concern.

Yours faithfully,

D. J. Macdonald

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Head Teacher/Ceannard

Please ensure the School always has up to date contact information.