

25 September 2020

Dear Parents,

Absence Reporting

We are experiencing a higher volume of calls and notifications from parents reporting absence this term as a result of Covid-19 regulations and the higher number of colds than usual.

When reporting absence please can you email absence@beaufort.hants.sch.uk or message via School Gateway rather than telephoning.

If you are concerned about whether or not your child might be showing symptoms of Covid and should stay home from school please contact 111 for advice.

When emailing please include the following:-

- Child's first name and surname
- Child's year group
- Reason for absence
- Expected return date

If you do not have access to email or School Gateway please do continue to use the absence line.

This will speed up absent reporting to parents which is paramount to student welfare.

Thank you for your co-operation.

Yours sincerely,

Ms Caplin
Bursar

