

October 16, 2020

Dear parent/carer

As we look forward to the last week of this half-term, it is pleasing to see attendance at school staying strong. However, if your son/daughter is unable to attend, please follow the absence reporting procedures below.

Face Masks

Please can we remind you that students must wear a face mask:

- On public transport
- On UTCN contract buses and UTCN transport to PE

We advise that face coverings are worn:

- At social times and moving between lessons where there could be congestion

Face masks must be:

- Plain without decoration, logo or pattern
- Kept clean and regularly changed: we suggest keeping them in a small bag

Please can we also inform you that we can no longer provide students with a face mask free of charge and students must bring one into school as part of their uniform. Any student who regularly does not have a mask, when needed, will be issued with a C1 behavioural point.

Reporting Absence from School

Parents and carers are expected to contact UTCN on the first day of their child's absence and provide a reason for their non-attendance at the UTCN.

This absence can be notified by:

- Phone via the Student Absence Line (main reception number 01603 580280)
- Written note - handed into Reception
- Email to the Attendance Officer

If no contact has been made by the parents or carers, the Attendance Officer will contact the child's parents or carers by Group Call as soon as is practical. The information obtained from the child's parents or carers will be recorded in the comment box of the School Information Management System (SIMS).

Each subsequent day of absence must be reported in the same way (unless otherwise formally advised of long term absence by the parent or carer) will be treated the same as the first day of absence i.e. the Attendance Officer will attempt to contact the child's parents or carers by telephone. Please note if no reason is given for the absence this will be recorded as unauthorised.

Aerosols

Please can we remind you that aerosols, of any description, are not allowed in school at any time.

WisePay Update

Please see attached an update from WisePay for all parents following their cyberattack.

Regards
Alex Hayes
Headteacher

Dates for your diary

October 26 - 30 **Half Term**

December 21, 2020 - January 4, 2021 **Christmas Holiday**

January 5 - **school reopens**

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