



## Bessemer Grange Primary School

[www.bessemergrangeprimary.co.uk](http://www.bessemergrangeprimary.co.uk)

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**Headteacher:** Ms Sarah Beard

**Head of School:** Mrs Elizabeth Whitehead

Friday 9<sup>th</sup> February 2018

Dear Parents and Carers,

In line with new safeguarding recommendations we are updating our procedures around first day calling for children's absence.

We are required to have on file at least four contact numbers which we can call in an emergency. These do not need to be for four different people, they can include mobile, home and work numbers. You will be asked to update these details on tutorial day, so please bring the phone numbers of appropriate contacts with you.

If your child is unable to attend school please call the office and leave a message. If we do not receive a message we will start to call your contact numbers. If we are unable to speak to anyone we will leave messages. If we do not hear back from any of the contacts during the morning and are unable to ascertain that you and your child are safe we will make a home visit to ensure your child's wellbeing.

If we make a home visit this involves two members of staff leaving school, so please do remember to call us if your child is going to be absent.

Thank you for your support.

Yours sincerely,

A handwritten signature in cursive script that reads "Elizabeth Whitehead".

Elizabeth Whitehead  
Head of School