

MGS/PS

Dear Parent/Carer,

RE: Automatic Communication System

Phoenix Collegiate has a procedure for notifying parents or carers of their child's absence or lateness to school by using the automatic communication system Parent Reach – PS Connect.

It is requested that you ring the school to inform us of the absence of your child before 10.00am. You can do this by telephoning the Attendance Officer on 0121 588 8384 or leave a message on the voicemail. If your child is likely to be absent for more than one day, please inform us at this stage or telephone us again on subsequent days.

If however, you do not ring in with the reason for your child's absence, or are unaware of the absence, you will receive a call from the automated system.

In order for the system to be effective, up-to-date contact details are required so we ask that you complete the enclosed data collection sheet. Please note that any contacts marked priority one or two will be contacted via the Parent Reach – PS Connect system.

Please let us know if any of these contact numbers change throughout the year.

Yours faithfully,



Mr. M. Smith

Head teacher