

KJW/CRF

October 2022



Dear Parents/ Carers,

My name is Kim Wallace and I wanted to introduce myself as Caldew School's newly appointed Attendance Officer. I have a vast amount of experience working in education and I am proud to work at Caldew School as part of a team supporting our students' education.

As Attendance Officer it is my goal to make sure parents/carers as well as Students and Teachers are aware of our school's attendance and that excellent attendance is consistently achieved. We have a holistic approach to attendance as we understand attendance underpins everything we do. Caldew School as a community is aspiring that all students do set themselves high expectations of attendance of 100% and I am here to support families achieve this.

Attendance to school is a legal requirement and we expect students to be in the building and learning every day. If your child is unable to attend school due to a medical appointment or illness, please ring the school attendance number 01228 710044 option 3.

If your child has barriers that prevent them to having high attendance we want to work with you to overcome them. Please do call to discuss.

You can contact me on the above number if you have any further queries and I will be happy to support and help in any way I can. I look forward to working with all Caldew families in supporting our students to strengthen their good habits around punctuality and attendance.

Yours faithfully

*Mrs K Wallace*

Kim Wallace

Attendance Officer