

Hilltop Junior School

Hill Avenue, Wickford SS11 8LT

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HEARTS ACADEMY TRUST



30th November 2017

Dear Parent/Carer,

Recently in the news there was a very sad and shocking case of a young 4 year old boy who starved to death following the death of his mother. The mother had died in the home and the poor boy was left alone for 2 weeks. The school was unable to make contact with the family and did not alert the relevant authorities in time to save the boy. As a result of this we will be tightening our own, already rigorous procedures.

Therefore if a child is off school and you have not phoned in we will:

1. Try to make contact with you using all of the phone numbers you have supplied (there should be at least 3). Please see slip below and return as soon as possible,
2. Make a home visit.
3. If the above fails we will then contact the police informing them that we have been unable to contact you.

With this in mind, as soon as you know that your child will be absent, please contact the school.

Thank you for your co-operation.

Yours sincerely,

Mrs A.J. Waite
Headteacher

Child's Name: Class:

Contact 1 Name: Relationship: No:

Contact 2 Name: Relationship: No:

Contact 3 Name: Relationship: No:



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