

Dear Parent/Carers

If students are too unwell to complete the set work for that day, please follow the existing protocol for reporting student absence.

As a reminder the protocol is as follows:

Parents to call the school absence line on 01274 089770 before 8:45am, stating the students name, tutor group and detailing what symptoms the student is suffering from. Please be aware things like a headache or a slight cold etc are NOT acceptable excuses for absences and students will still be expected to complete the work set for the day. Please use your common sense in these matters.

Students can also contact teachers to inform them of their inability to work.

Absences will not be accepted and recorded without a parent confirmation phone call.

Teachers are working very hard behind the scenes in very unusual circumstances and do not have the time to chase students work because students and families have not followed the absence procedures.

Thank you for your support in this matter.

Kind regards

Progress Team - Dixons Sixth Form Academy

