

14 February 2019

Dear Parents/Carers

To help ensure that students do not fall behind having been absent from school, we have introduced an initiative to students to catch up on any work that they may have missed during their absence.

If a student is absent, after their return they will be given a blue form by their form tutor to complete that will help them identify work that has been missed, discuss with their teacher what they need to do to catch up and check in with their teacher once they have caught up with the work. Students will be given a two week period to catch up on any work missed and return the completed form to their form tutor.

If the form is not completed by the end of the two week period, a supervised study session will be arranged for the following Wednesday after school, where the missing work can be completed.

Yours faithfully

A handwritten signature in black ink, appearing to be 'J Senior', written in a cursive style.

Mr J Senior
Assistant Headteacher – KS3