



ASTREA ACADEMY WOODFIELDS
Weston Road, Balby, Doncaster, DN4 8ND
01302 312140
Principal: Mr David Scales



Ref – communication with parents/carers.

Dear parent/carers,

I hope this letter finds you well. I am writing to address an incident that occurred on the April 17th at around 08:45, regarding our attendance notification system. It has come to my attention that some parents received a text notification indicating that their child was absent, even though they were present.

I want to extend my apologies for any confusion or concern this may have caused. We understand the importance of accurate communication, especially when it relates to your child's attendance. Please rest assured that steps are being taken to prevent this happening in future.

We are thankful for your continued support in ensuring your child's regular attendance to school. We value the partnership between parents and the school community. Attending every day at school allows your child to achieve in school, make lasting friendships and therefore live a great life.

From this week we will be sending a text message to let you know when your child achieves 100% attendance for a given period. I believe that recognising and celebrating regular attendance is important and look forward to sharing these messages with you in future. Don't forget that high levels of attendance and exemplary behaviour will be rewarded with a trip a theme park later this year.

If you have any questions, please do not hesitate to get in touch.

Your faithfully,

A handwritten signature in black ink, appearing to read 'A. Clifford'.

Mr Clifford.