



First Day Calling Procedures

If a child is too ill to attend school or there is a reason why a child is absent from school, parents/carers should contact school as soon as possible by telephone preferably before 8:45am. A message can be left on the school answerphone. The name of the child should be given, reason for absence and expected return date.

In the event of a child being absent and no phone call has been made by the parent, the following procedure would be carried out:

- Register is taken and submitted by 9am. Register officially closes at 9.15am.
- If child has not come into school by 9:30am, the office (Mrs Makepeace) will send a text message home using the contacts supplied on Scholar Pack.
- If there is no response from the text message by lunchtime, then a phone call home will be made, ringing the first person on the contact list.
- If no reply then the other contact numbers would be tried, this would include a contact from outside of the family home.
- If no contact is obtained, other options would be considered including: a home visit by school staff, a phone call to external agencies (social worker if one is involved). or other agencies working with the family,

Please note that this procedure is in place to ensure the safety and wellbeing of our children.

Emergency Contacts

Cummersdale School stores contact details for pupils on their individual files on Scholar Pack. Each teacher also holds a hard copy of the emergency contact details in their classrooms. The emergency contacts that are held on Scholar Pack include a contact for someone outside of the family home. This information is updated on an annual basis and parents are also reminded that if there is a change in circumstances then school must be notified at the earliest opportunity.

Written by: GDJ

Updated: September 2023

To be reviewed: September 2026

Signed: _____