TRINITY ACADEMY
Emmanuel Schools Foundation

15 January 2025

Dear Parents/Carers,

Re: Update on Contact Information and Authorisation Procedures

We are writing to inform you that, following valuable feedback from our parent community, we have made an important update to our procedures regarding the **reporting of student absences and authorising students to leave school during the day**.

Effective from the 20 January, **any individual listed as a contact on a student's profile** will be able to report absences or authorise the release of the student from school. This change is intended to offer greater flexibility and ensure that all parents/carers have the appropriate level of access.

We kindly ask that you consider the contacts currently listed for your child, ensuring that only those you wish to have this authority are named as contacts with the school. If you wish to amend any of the contact details or remove someone from the list, please complete a **Change of Details** form, which can be collected from the school reception.

Your child's safety and well-being are our top priority, and we appreciate your support in helping us maintain up-to-date and accurate contact information.

Should you have any immediate safeguarding concerns please do not hesitate to contact us.

Thank you for your attention to this matter.

Yours sincerely,

V. Wailes

Mrs V Wailes
Attendance and Office Manager

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