TRINITY ACADEMY
Emmanuel Schools Foundation

04 September 2025

Dear Parents/Carers,

Re: Reminder on Contact Information and Authorisation Procedures

We hope this message finds you well. This is an important reminder regarding our procedures for reporting student absences and authorising students to leave school during the day.

Any individual listed as a contact on your child's profile will have the ability to:

- Report your child's absence, and
- Authorise your child to leave school during the day.

To ensure your child's safety and wellbeing, we kindly ask that you review the contacts currently listed on your child's profile. If you would like to amend any details or remove a contact, please complete a **Change of Details form**, available from the school reception.

Keeping this information accurate is essential in helping us safeguard your child and ensure that only trusted individuals have the appropriate level of access.

If you need to review who is a listed as a contact with the Academy, please contact the pastoral team.

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

Thank you for your continued support.

Yours sincerely,

V. Wailes

Mrs V Wailes
Attendance and Office Manager