



# Netherton Infant & Nursery School



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Headteacher: Mrs. Karen Beattie

13.10.17

Dear Parents and Carers,

We have added to our procedures for what to do if a child is absent from school following advice from the Safeguarding Education Officer from Kirklees.

Sadly, we cannot assume that children are safe if we don't hear from you. Please read the following procedures for your information.

- Text sent to first person on contact list within half an hour
- Call to first person within 45 minutes if no response received from text
- If no reply, calls made to second and third contacts on system
- If no reply within an hour, a second call made to first name on contact list
- **If still no reply, Headteacher informed and home visit made by two members of staff**
- **If no reply from home visit, a "safe and well" check will be requested from the Police.**

The care and safety of children in our school is always our main concern.

Thank you for your understanding.

Karen Beattie  
Headteacher

