

Dear Parent/ Carer,

We hope you are keeping safe and well.

As the summer term begins we would like to inform you about changes to our 'Absence Reporting Procedure'.

Whilst we continue to teach remotely, we believe it is important to maintain our monitoring and records of student illness. This will allow us, as a school, to inform teachers, in the case that a student may be unable to access and complete classwork and the Pastoral Team of students' individual circumstances, so we can provide appropriate support. Any absences reported will be used for this purpose only and will not be included in a student's attendance record whilst schools remain closed.

We would therefore ask you to email the school absence email, **absence@alderbrook.solihull.sch.uk**, in the following cases:

1. To notify the school if your child has had symptoms of or a confirmed case of COVID-19, since schools were closed on Friday 20th March.
2. To notify the school if a family member of the household the child resides in, has had symptoms of or a confirmed case of COVID-19, since schools were closed on Friday 20th March.
3. To notify the school of ANY future illnesses, as well as any COVID-19 related-illnesses, and to specify the type of illness to allow us to keep an accurate record of student's absence from remote learning.

Please do not ring the school to report an absence, only email.

We thank you for all your continued support with remote learning and hope to see students in the near future.

Stay home, stay safe.

Many thanks,