



29th September 2017

Dear Parent/Carer,

CONTACT NUMBER

I would like to take this opportunity to introduce myself. My Name is Mrs Carey and I will be working with Ms Correia, Secondary Advisory Teacher for Travellers from the Learning Trust to support your children here at Cardinal Pole Catholic School.

I am also looking forward to working with you and getting to know your child and helping them succeed here.

I will be meeting with your child at least once a week to discuss with them how their week went, any absence and punctuality issues, achievement points, behaviour points and to find out whether they have any issues that they need support with. Ms Correia will be in School every Tuesday 9am – 12.00pm and Every Wednesday 9am – 10.30am.

Attendance and punctuality really does impact on progress. Students must be in school by 8.30am at the latest so that they are ready and prepared for their day of learning. We are delighted that for most of our students this is excellent. Sadly, a very few students are persistently late or absent. Where this is the case, we are clear as a school that whilst we seek to offer support, we also follow the very clear guidance, working through Hackney Learning Trust, on warning letters and fines.

While this letter is a brief introduction, I hope I will have the opportunity to meet with you in person over the next academic Year.

If you have any questions or concerns please feel free to contact me on my direct number 07432481683. You can also use this number if you wish to discuss any progress or behaviour issues.

However, if your child is absent from school you must inform the school by telephone on 020 985 5150 before 8.30am.

Yours sincerely

Ms M Carey
Supporting Learning
Traveller Support

