



St Matthew's Bloxam C of E Primary School

Headteacher – Mrs Anita Timson: BEd (Hons), NPQH
Deputy Headteacher – Mrs Helen Francis: BA (Hons) QTS

"Let Your Light Shine"



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Date:

Dear Parent/Carer,

We have been looking at attendance this half term and we would like to make you aware that **NAME** attendance level is currently xx%. There has been a significant improvement this half term, which is great news, keep this up! We will continue to monitor this over the next term.

Should **NAME** need to be off due to illness, I would appreciate it if you would contact Mrs Timson. Please do not hesitate to contact the school should you need to discuss any aspect of this letter, or need support with attendance.

Yours sincerely,

Mrs Anita Timson
St Matthew's Bloxam

