



# Berry Pomeroy

## Parochial CE Primary School

Berry Pomeroy, Devon TQ9 6LH Tel: 01803 863519 Email: [admin@berry-pom.devon.sch.uk](mailto:admin@berry-pom.devon.sch.uk)  
Headteacher: Mrs S Bower

Tuesday 17<sup>th</sup> October 2017

Dear Parents and Carers,

### **First Day Contact for Absence**

In light of the findings of a case reported in the press in June 2017, where a 4 year-old boy starved to death in his home in London following the death of his mother from a seizure, the Local Authority have asked us to review our first day contact procedures.

As you are aware, we will contact you if your child is absent and you have not spoken to the office on the morning of the absence, left a telephone message or email by 9.30 am. The school office should be contacted in the same manner on subsequent days of absence until your child is fit enough to return to school.

### **Thank you to all parents who do this systematically when the need arises.**

If we have not had a message regarding the absence of your child by 9.30am we will

- contact you to find out the circumstances for the absence

If we cannot contact you by 11.00 am

- we will then ring other contacts on the list that you have provided and ask that they make contact with you to ensure that your child's absence is accounted for and your child is safe and inform us of their actions

As in the above case, accidents can happen and we need to apply a clear and consistent procedure to ensure that all eventualities are covered for the safety of your child /children and yourselves.

If no contact can be made a risk assessment will be taken and the following options will be considered

- continuing to try to contact the parents
- a member of staff will make a house call
- the headteacher will call 999
- the headteacher will call 101

In the event of any of the above being necessary the headteacher will contact the EWO who may investigate further.

It has been suggested that one of the emergency contacts on your list could gain access to your home to check that all is in order. This may be something that you would consider in light of the above information.

As with all serious case reviews hindsight is a sobering lesson and unless change occurs as a result then the systems in place will continue to fail. There is no apology for the fact that this may seem an over reactive protocol. Safeguarding is a serious matter.

The return of your data collection sheets is of utmost importance so that we have an accurate record of up to date contacts. For those who have still not returned them to date we will be sending another copy for you to return as soon as possible. Please sign, date and return the form even if there are no changes to the contact details. If there are any changes throughout the year please let the school office know as a matter of importance.

Thank you for your cooperation.

Yours sincerely,

A handwritten signature in black ink that reads "Sue Bower". The letters are cursive and slightly slanted to the right.

Sue Bower  
Headteacher