24 November 2017

Dear Parents

Absence Reporting

We have decided to introduce an alternative method of absence reporting. Parents may now email the school office informing us of their child’s absence at the following address:

absence@mgis.org.uk

Absence emails must clearly contain the following information:

- Child’s name
- Class
- Reason for absence (expected/estimated return date, if known)

Parents may of course still telephone the school on 0121 779 5667, if they wish.

Please be aware that any emails that are not related to children’s absences, or are for the attention of Ms Elliott, must be sent to the main office email address (office@marsongreen-inf.solihull.sch.uk) as normal.

Yours sincerely

B E

Beverley Elliott
Headteacher