



Dearne Street
Great Houghton
Barnsley S72 0EQ
Headteacher
Mrs J B Hirst BA(Hons), M.Ed.

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Date:

Parent/Guardian of _____

You received a letter recently (date) _____ with regards to a meeting with _____ about your child/children arriving late at school.

A date was set for the meeting of _____ at _____ am/pm, but you failed to turn up or contact the school to arrange a different date.

Therefore, I have arranged for the Educational Welfare Officer (Mrs Anita Burton) to contact you to make an appointment to see you as soon as possible.

Yours in partnership.

Mrs J B Hirst
Headteacher