

8 November 2017



Dear Parent/Carer

We would like to thank all of the parents/carers who have contacted us regarding their child's attendance on My Child at School and the concern that students had not attended some lessons.

We have now made some alterations to the settings on My Child at School, to ensure that the attendance shown is correct.

Moving forward, our Data and Attendance Officers are working to establish an internal code which will acknowledge an authorised absence from a lesson (e.g. PE fixture, internal meeting etc.). We will then change the setting again to enable you to have a lesson by lesson attendance record.

If you have any other feedback regarding the information you are receiving, please do not hesitate to contact me.

Yours sincerely

Ms A K Macfarlane
Deputy Headteacher (Student Services)

Head of School (Primary Phase): Paul Jones Head of School (Secondary Phase): John Gilligan
Executive Headteacher: Helen Price

Eagle Way, Hampton Vale, Peterborough, Cambs, PE7 8BF

T: 01733 246820 (Main Switchboard) T: 01733 246821 (Primary Phase) F: 01733 246823

E: enquiries@hamptoncollege.org.uk www.hamptoncollege.org.uk

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