



9th June 2021

Dear Mrs Little,

We have tried to contact you to discuss Jayme's attendance at school. I have spoken to Jayme this morning, and understand that you are back at work so appreciate it may not be suitable to speak to you.

At a time suitable to you, could you call me to discuss the following-

- Jayme's attendance is currently 85%
- Jayme has not attended a full week of school during Term 4
- Jayme truanting class
 - staying in the toilets
 - going off-site (being down the street)
 - spending all day by the river (this has happened on more than one occasion)

Jayme has been given an opportunity to tell us if there are any issues; at this time, she says there are no issues.

Due to truanting, Jayme has agreed to the following-

- detention at interval/lunch to catch up on work missed
- Jayme will not be allowed off-site at lunchtime for the last two weeks of term
- If Jayme truants class, she will remain at school until 4.30pm

I look forward to speaking to you to help support Jayme in attending school.

Yours sincerely,

Kerry Galbraith Currie