



Dear Parents/Carers

As you may be aware Miss Sutton our Attendance Welfare Officer and Mrs Power our Pastoral support can assist, when requested, parents to budget and assist parents in completing certain forms. Please book an appointment if you feel you need help with this. However, please note if you are unable to attend a booked appointment, you will need to cancel at least 24 hours prior to the appointment. Cancelled or no shows for appointments twice will result in you being responsible for seeking advice from an outside agency such as Citizen advice or Saffron Resources Centre yourself. Our staff are very busy and want to help but we do not have the staff availability for missed appointments.

We are increasingly being asked to provide letters for parents in regards to housing and benefits. Whilst we will always try to support families we are a school and therefore our primary aim is to educate and nurture our pupils.

We can only provide factual information on: children's attendance, presentation, learning ability, intervention and behaviour (all where appropriate). We cannot offer opinion or information on parents housing situation or healthcare. This information needs to be obtained by your housing support officer and or the medical professional involved with your healthcare. If you require a letter, please contact the office and **NOT** your child's teacher.

Thanks as always for your continued support.

The Marriott Team

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