

Dear parent/carer,

16<sup>th</sup> May 2023

We would like to take the opportunity to introduce ourselves, as we will be working closely with Hurst Hill Primary School supporting with school attendance.

We care about and know the importance of your child's attendance and will therefore be working alongside the school, pupils and yourselves to ensure we can offer the appropriate support to enable them to attend school on time and every day.

Our role is to carry out the following:

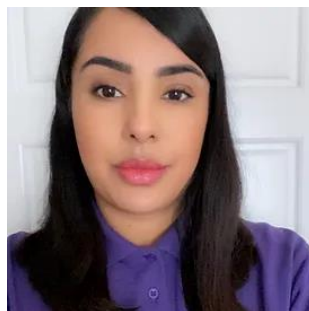
- To support with parent meetings within school to help identify any concerns or barriers that may be preventing your child from attending school.
- Carrying out safe and well checks through home visits on children who are absent from school.
- Working with families who are identified as needing low level support and early intervention to improve school attendance.
- Working closely with school to improve overall attendance and attainment for all pupils.

Our overall aim is to work together to ensure that each child at Hurst Hill Primary School receives the best possible education and start in life.

**Meet our staff who will be working with you:**



*Cheryl Green*  
*Attendance and Safeguard*  
*Consultant*



*Shanice Chopra*  
*Education Welfare Officer*



*Kim Jones*  
*Home Visits Attendance Officer*

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*Helen Walker*

*Home Visits Attendance Officer*



*Katie Whitehead*

*Home Visits Attendance Officer*

We look forward to working with you all.

Your sincerely,

A handwritten signature in black ink, appearing to read 'Cheryl Green'.

Cheryl Green

Instill Excellence Ltd