



Colerne Church of England VC Primary School
Quarry Lane, Colerne, Wiltshire SN14 8DU
Tel: 01225 742367 Fax: 01225 743684
E-mail: admin@colerne.wilts.sch.uk www.colerneschool.com
Headteacher: Mark Solomon

11th September 2025

Reporting an absence from school or late arrival

Dear Parents,

We would like to take this opportunity to remind you all of the procedure to follow if your child is ill or will be arriving late to school.

Please always contact the school office in the first instance. This can be done by:

1. Calling 01225 742367 and selecting option 1 or
2. Sending an email to admin@colerne.wilts.sch.uk or
3. Reporting in person to the main office.

Unless discussed and agreed with the office staff, we will require you to report your child's absence on **EVERY DAY** they are not at school.

You are of course welcome to update your child's teacher via Seesaw as well, but this does not class as officially notifying the school. As we are sure you are aware, mornings are very busy in classrooms and we can not guarantee the teacher will see your message prior to registration.

If you have any queries, please feel free to contact the school office via the methods above.

Kind Regards

Becky Costello
SBM