



Our ref: MME/HFT  
Date: 1st April 2020

Dear Parent/Carer,

We are conscious that we are having to transfer our systems which are well established into a virtual world and this presents interesting challenges to us all. I wanted to ask for your support regarding a refinement to our systems regarding student welfare.

We are now sending alerts to keep you informed about your child's work and we are keen to ensure we work with parents to support online learning. Whilst the school is closed to most students we are obviously not taking a register. As teachers are now sending alerts directly to you on Classcharts we are concerned that we may be sending negative incomplete work alerts to you when your child is unwell and cannot complete the work.

We are keen to avoid causing any upset so we would be grateful if you could please let us know if your child is unwell by sending an email to our Attendance Officer, Ms Gregory via email ([S.Gregory@pudseygrangefield.co.uk](mailto:S.Gregory@pudseygrangefield.co.uk)) by 9.30am each day. Can you please ensure that you include the word 'absence' in the title of your email and also make sure you let us know your child's name and their year group please.

This will allow us to ensure that you do not get any negative alerts which will be generated if your child does not hand in their work.

If there are any other issues you think we should be aware of please contact your child's Year Leader as mentioned in my parents' bulletin last Friday which is available via this link [file:///C:/Users/M.McKelvie/Downloads/Friday%2027th%20March%202020%20\(1\)%20\(2\).pdf](file:///C:/Users/M.McKelvie/Downloads/Friday%2027th%20March%202020%20(1)%20(2).pdf).

Thank you once again for your support in these unusual times we find ourselves in. I hope you and your family are all staying safe and well.

Yours sincerely,

**Mr M McKelvie**  
Principal



# Pudsey Grangefield School

Pudsey Grangefield School  
Mount Pleasant Road  
Pudsey  
Leeds  
LS28 7ND

tel: 0113 2558277  
fax: 0113 2361107  
email: [contactus@pudseygrangefield.co.uk](mailto:contactus@pudseygrangefield.co.uk)  
twitter: Pudsey GS  
[www.pudseygrangefield.co.uk](http://www.pudseygrangefield.co.uk)

Principal: Mark McKelvie BEng (Hons.) Glas.



21<sup>st</sup> Century Learning Partnership