



HITCHIN GIRLS' SCHOOL

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Headteacher: Mr J. E. Crowther



Ref: 094

21st November 2025

Communication regarding student absences

Dear Parent/Carer,

I am writing to inform you that we will be trialling a new system for communicating student absences. Starting from Monday 24th November, if your child is marked absent from school without an explanation, an automated text message will be sent to the **Priority 1 contact number(s) on our school records** shortly after **9:15 AM**.

The purpose of this trial is to ensure that, as a school, we quickly verify a student's safety and attendance; particularly if they were expected in school and we have not received a notification from home to alert us of an absence.

We ask all parents/carers to ensure their contact details are up-to-date with the school office to ensure you receive these important alerts.

Yours sincerely,

Caroline Hone

Assistant Headteacher

