



Abbott Community Primary School

"Aiming high to achieve success!"

Head Teacher: Miss P. Wilson

Livesey Street
Collyhurst
MANCHESTER
M40 7PR

Telephone (0161) 834 9529

Fax (0161) 839 4355

Email: admin@abbott.manchester.sch.uk

Website: www.abbott.manchester.sch.uk

Friday 13th November, 2020

Reporting Your Child's Absence

Dear Parents/Carers,

If your child is not going to be in school, for whatever reason, you **MUST** ring and let us know **BEFORE 08:45**.

To do this, call school on **0161 834 9529** and select option 1 to speak to Janet, our Attendance Officer. If there is no answer, please leave a voice message on the answer machine.

If you need to speak to Mrs. Aliouche or Ms Melling in the office, about anything other than attendance, please press 2.

Any questions, please email your child's class teacher:

Nursery – n.swindell@abbott.manchester.sch.uk

Reception – e.mckernan@abbott.manchester.sch.uk

Y1 – r.sykes@abbott.manchester.sch.uk

Y2 – r.neilson@abbott.manchester.sch.uk

Y3 – r.watson@abbott.manchester.sch.uk

Y4 – n.henderson@abbott.manchester.sch.uk

Y5 – k.stokes@abbott.manchester.sch.uk

Y6 – h.churchman@abbott.manchester.sch.uk

Yours faithfully,
Miss Wilson

IT IS VITAL THAT YOUR CHILD ATTENDS SCHOOL – PLEASE REMEMBER THAT NO HOLIDAYS ARE TO BE TAKEN DURING TERM TIME.
NO AUTHORISATION WILL BE GIVEN UNDER ANY CIRCUMSTANCES.

