

Headteacher: Mrs J P Conley

Our ref: JPC/MK  
Your ref:

June 2019

## INFORMATION REQUESTS

Dear Parents & Carers

Please read below:

A boy, 4 years old, was absent from school. The school could not make contact with his parent. After four days of absence it transpired that the boy's mum, who had epilepsy, had died. The young boy, who in this case was Autistic, had starved to death. The school did not know of home circumstances.

We do not send you this information to upset or frighten you. This is a very tragic case which has highlighted the need for extra parental and home information.

### Key recommendations from this Serious Case Review:

- Schools **must** visit the family home on the **first day of absence** if telephone contact cannot be made (Safeguarding)
- Parents should also let school know if there are any additional obstacles or access problems in getting to your front door i.e. gates with or without intercom etc
- Parents should have the opportunity, in **total confidence**, to give school details of their own illness or other problems that might be relevant when responding to an emergency.
- **Emergency** contact details of **three adults** should be provided

Please bear these points in mind and work with us by providing relevant information.

Yours sincerely



Mrs J P Conley  
Headteacher



**EMERGENCY CONTACT NUMBERS:**

(A family member, friend, neighbour)

**Name of child(ren):** \_\_\_\_\_

Priority	Name	Telephone number
1.		
2.		
3.		

If you wish to disclose any personal information you may do so here. Place this slip in an envelope addressed to Mrs Conley. *(Please ask Reception staff if you require an envelope).*

This information will be held in the **strictest confidence.**

---

---

---

---

---

---

---

---

---

---

---

---

---

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Alternatively, if you would prefer to speak with Mrs Conley or Mrs Harkness then please make an appointment at Reception.