**ST STEPHENS PRE-SCHOOL**

Roydon Road

Launceston

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Dear parents and carers,

Please note that we need to record all absences from Pre-School, you can notify us by phoning 01566777109 0r 01566772170, you may also message directly via Class Dojo.

In line with the school’s procedure, if we do not hear from you within 30 minutes of the start of the session then the school office will text and/or telephone you for more information.

As detailed in our Pre-School contract, missed sessions cannot be transferred due to staff ratio constraints and any paid sessions will still be charged for.

Many thanks for your cooperation in this matter.

Marie Whitley-Deputy Manager.