



DRAYTON MANOR HIGH SCHOOL

Date

Address

United Kingdom

Ref student name

Dear M parent name

This week Drayton Manor has tried to contact you to discuss the serious behaviour conduct of your son. As a parent of Drayton Manor, it is your responsibility to provide us with the following

- Current email address (non provided)
- Home telephone number (none provided)
- Mobile number (numbers exist on system but none have been answered for the past 5 school days)

Being unable to contact a parent of one of our students is a safeguarding concern. Please contact the school urgently to provide the above details. The relationship between parents, students and staff is much stronger if we have open lines of communication.

If we are still unable to contact you despite the above, we will be obliged to make a referral to outside agencies to gain support in ensuring we have acceptable for Osman and Yasmen.

Kind regards

HOY/SLT name

Position