



6 October 2021

Dear Parent/Guardian

**Procedure for reporting absences and Covid test results**

We are experiencing a high volume of calls each morning and would like to apologise to parents/guardians who have needed to wait to speak to somebody or who have been unable to reach us. In order to free up the lines for those who need to speak to us urgently, please can we ask:

- Absences are reported to us via [merattendance@maidenerleghtrust.org](mailto:merattendance@maidenerleghtrust.org). Please include the full name of your child, the tutor group and the reason for absence. Please ensure that we receive this information by 8:40am;
- Covid results are reported to us via [meroffice@maidenerleghtrust.org](mailto:meroffice@maidenerleghtrust.org). Please state the full name of your child, the tutor group, whether the result is a PCR or lateral flow device and the date that symptoms first started. This will enable us to quickly share information with students and staff who may have been in contact with somebody who has tested positive.

We would also like to make you aware that work is being set for students required to isolate on Google classroom.

Thank you in advance for your co-operation.

Yours sincerely

**Mrs J Foster**  
Business Manager  
Maiden Erlegh School in Reading