



Lakeside
Community Primary School

Lakeside Community Primary School
London Road
Alvaston
Derby
DE24 8UY
Telephone: 01332 571485

admin@lakeside.derby.sch.uk

Dear Parent/Carer

Attendance Mentor

This letter is to introduce me, and the role I will undertake within Lakeside Community Primary School.

My name is **Phil Meynell** and I am the new Attendance Mentor. My role is to assist parents and children to:-

- **Attend** school.
- To be **on time** for lessons and registration.
- Assist in any way I can with regard to attendance.

Please speak to me if you have any problems or issues.

I will be working closely with all the teachers and staff at the school to improve the attendance and punctuality of the pupils. You will see me around school, at the gates in the morning and I will also be undergoing home visits where necessary.

I look forward to meeting you all in the future months at the school.



Phil Meynell

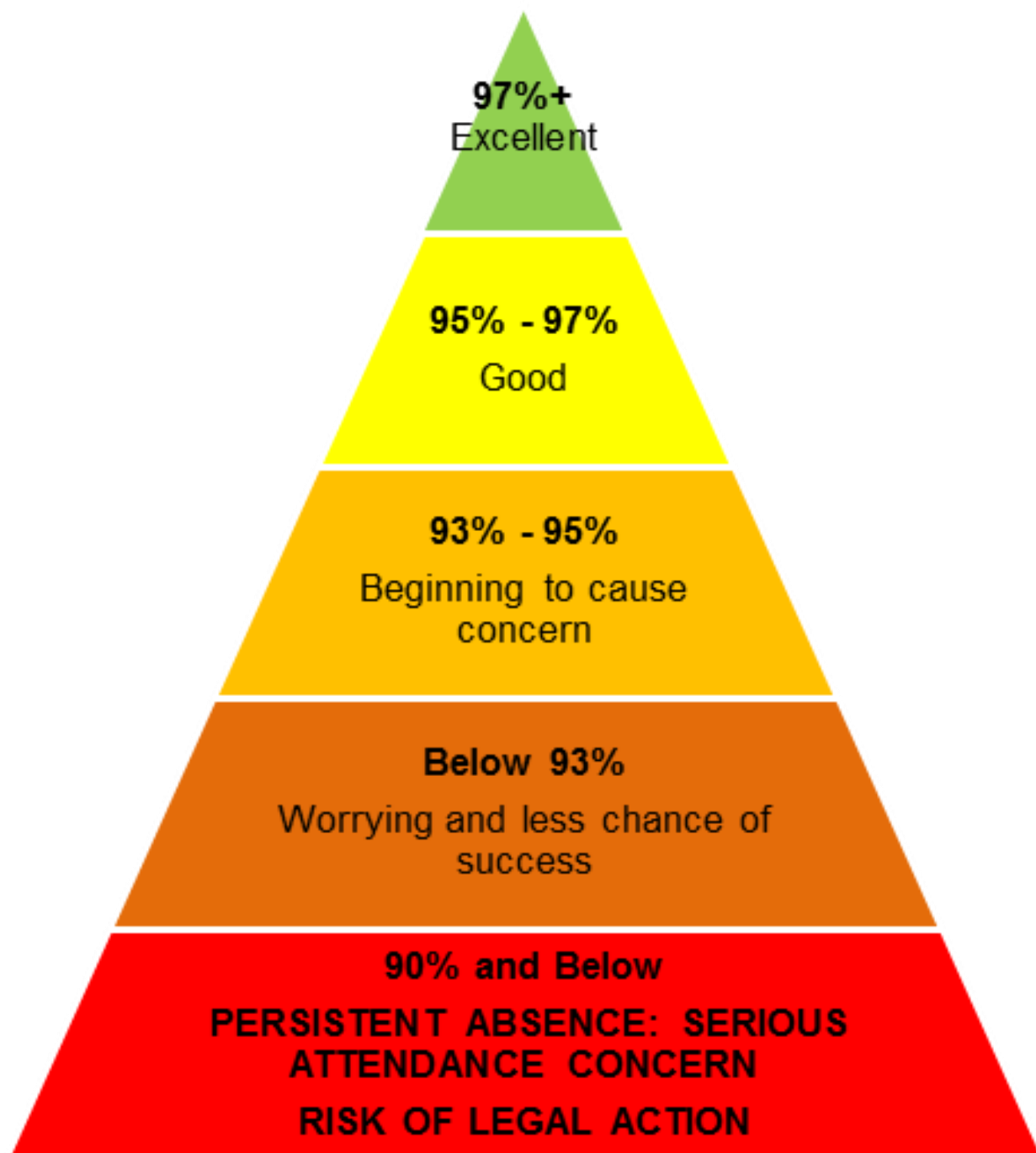
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