Dear Parent/Guardian,

Re: COVID RELATED REPORTING

To report a covid related absence during school hours, please ring the attendance team on **0161 736 1773.**

To report a covid related absence outside of school hours, please use the specific attendance parental helpline email address
attendance_parent_helpline@builehillschool.org.uk

Please include your **child's name** and **year group** in the subject heading.
This email is monitored by a group of senior staff.

Please ensure you call school on **0161 736 1773** or **0161 921 1361** the next working day if you haven't had a response from a member of staff.

Yours sincerely,

Mrs Offord (Assistant Headteacher for Pastoral)
Ms Goddard (Raising Achievement Coordinator – Attendance)

Buile Hill Academy
Eccles Old Road
Salford M6 8RD

T: 0161 736 1773

Executive Headteacher: Mr J. Inman BSc.Hons NPQH
Head of School: Mr J. Marsh BA Hons NPQH

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