



# Weekly Bulletin

Week ending Friday 10 January 2025

## Reporting Absence

When reporting your child's absence please can you ensure that you select Option 1 when telephoning the school where you will be put through to the Attendance Officer or a voicemail facility where you will be able to leave a detailed message. Alternatively, please email [attendance@houlton.tlet.org.uk](mailto:attendance@houlton.tlet.org.uk). This is the same process if you need to notify us of an appointment during the school day. Please do not email Form Tutors or Pupil Experience Leaders to report absence as there can be a delay with the information getting through to the Attendance Officer.

## Year 9 Options

The link to select final choices for Options has been sent out today via EduLink. Please can you ensure that you and your child/children sit and discuss this before submission. If you have any questions, please ask before submitting the form as once it is submitted you will not be able to make changes. The deadline for this is Monday 20 January.

## Police Cadets

Do you know a young person in school years 8-11 who is interested in policing? Recruitment is now open for our Warwickshire Police Cadets East branch, based here in Rugby. For more information and to find out how to apply, please visit <https://www.warwickshire.police.uk/.../vol.../police-cadets/>

The school Privacy Notice is available on the Houlton School website under Useful Links.

**Next week will be WEEK A**