

Dear

I am writing to inform you that my child, , has a diagnosis of
.....

This may mean my child needs time off school for related appointments, clinics and surgery.

While I/we will always endeavour to keep absence from school to a minimum, given my child's situation, medical appointments must take priority. Please keep me informed of any concerns that you may have at any point regarding the impact of their absence on their educational progress.

If you would like more information on cleft lip and/or palate, please visit the Cleft Lip and Palate Association website www.clapa.com or contact me to discuss this further.

I request that you keep this letter on my child's file. I would be grateful if you could pass on the information about my child's cleft to their form and subject tutors and pastoral head.

Yours sincerely

.....

Signed:

Date: