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Headteacher: Mr S Cox

6 May 2016

Dear Parents

As you know we value our relationship with you as parents and are always looking to secure the best means of communication between home and school. I would like though to clarify the procedures for contacting the school with any issues you may have:

- For general queries, please contact Ms Raybould or Mrs Hughes in the school office on 01922 743498.
- If you have an issue regarding your child, please contact the ***class teacher*** in the first instance. Please only contact Mr Cox or Mrs Kelly if you still have an issue that is unresolved.
- Please do not send messages or post queries on Facebook, either on your own page, the school page or through Facebook Messenger as these will no longer receive replies. The Facebook page was set up as a way to share information and news from school, not as a communication tool and as I am sure you can appreciate, office staff are already very busy with phone calls and emails.

I am also pleased to tell you that we are in the process of setting up a brand new system for online payments, which will hopefully make it easier for you to pay for dinner, trips, music lessons and other school payments. When this is ready to be used we will let you know.

Can I also remind you that school will be closed on Friday 27 May for staff training and on Thursday 23 June as the school will be used as a polling station for the Referendum.

Yours faithfully

Mr S Cox
Headteacher



INVESTOR IN PEOPLE

