Friday 27th January 2017

Dear parents/carers

It has come to my attention that there have been a couple of occasions where parents have not been able to gain access to the school as promptly as we would all like. I apologise if this has caused any inconvenience. Hopefully, with the advice below, this will not happen again.

Firstly, please ensure children arrive on time in the morning and can gain access to the school through the gate on the playground. We like the children to be in class ready to learn for 9am. However, if you arrive during the school day, please press the ‘office’ buzzer and on the majority of occasions someone will answer and let you in.

Nevertheless, as a small school with a small budget our resources are limited. This means that Mrs Rumney works part time and is not always available and, as a teaching head and somebody who might occasionally be offsite, I might not be in the office. This means that sometimes the office is unattended. This is very common in small schools. If there is no response in the office, please press the ‘classrooms’ buzzer and someone will let you in.

Likewise, if you phone the school and there is no response, please leave a message on the answerphone. We will get back to you as soon as possible.

Please post any letters, money (in a sealed envelope with the amount and child’s name), reply slips etc. into the post box if the office is unattended.

Thank you for your understanding in this matter.

Kind regards

Mr Simon Beahan