

EXECUTIVE HEADTEACHER:

Ms Helen Comfort

(B.A.Ed.Hons, NPQH)

HEAD OF SCHOOL:

Mrs Rachel Hindle

(B.A.Hons, PGCE, M.A.Ed)



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'For Learning That Lasts A Lifetime'

11th March 2022

Dear Parent/Carer,

As restrictions ease we would like to re-open our school office reception area to our parent/carer community again, but in a way that is still mindful of Covid. Our office reception area is quite small and cannot accommodate many people so we would ask that parent/carers only come in when necessary.

We would request that parent/carers still telephone or email in any messages such as reasons for absence or changes to pick-up arrangements.

For letters, reply slips, monies, etc. please use the drop-box in the school office reception area to deposit them rather giving directly to office staff.

When you do come into school to speak to the office staff the screen will only be partially opened to enable a conversation to take place. Our office staff may also be wearing face coverings.

For appointments please be patient while our office staff sign you in.

We will continue to ask all visitors to hand-sanitise before entering the main school.

Thank you for your support with this.

Yours sincerely

A handwritten signature in black ink, appearing to read 'H Comfort'.

H Comfort

Executive Headteacher

