



5th February 2016

Dear Parent / Carers

THE SCHOOL OFFICE

You may not be aware but the office is very short-staffed at the minute due to Mrs Glover being on long term sickness, this often leaves Mrs Woodcock and Mrs Breedon on their own during the day as they both work part time. To alleviate some of the pressure on the office staff we are going to put a number of measures in place from the start of next half term and would appreciate your help.

- After the February holidays, money will no longer be accepted via the office window. Any money which is sent into school by parents (ie dinner money, trip money, milk money) should be sent in with your child and for this to be given straight to the class teacher. All money is put in red secure bag which is then sent to the school office. All money must be brought in an envelope or bag clearly marked with your child's name and class, what the money is for and how much is in the envelope. School will no longer be providing envelopes due to the increasing cost. No loose money will be accepted by any member of staff.
- If children are to be collected early for any reason, then please phone ahead to make school aware. As the office staff are extremely busy, interruptions when they are dealing with money etc means that errors could occur. The staff may not be in a position to leave the office if you arrive unannounced and you may have to wait for your child until they are in a position to be able to deal with your request.
- As we are getting more children arriving late, I would appreciate it if you could make sure that your child arrives on time as again this causes unnecessary interruption at one on the busiest times of the day.

We would be grateful for your cooperation on these matters.

Finally, thank you for continued support and we wish everyone a pleasant half term holiday.

Yours sincerely

Headteacher