



21st November 2025

Dear Parents/Carers,

Re: School Office Procedures

This is a gentle reminder that **all documentation and paperwork** should be handed in **directly to the school office**, rather than to class teachers. This helps us ensure that important information is received promptly, recorded correctly, and passed on to the right members of staff.

In addition, please ensure that **all medication** including short-term medicines, inhalers, or creams are brought **straight to the school office**. For safety reasons, medication **must not be given to class teachers or sent in via children**. Our office team will make sure everything is stored and administered in line with school policy.

We kindly remind parents that all requests to meet with the class teacher should be made by emailing the school office, rather than contacting staff directly through Class Dojo or approaching them at classroom doors. Our teachers need to remain fully focused on the children during arrival and dismissal times, and we appreciate your support in helping maintain this.

We also ask that you are mindful of the times at which you send messages via Class Dojo, as we strive to protect staff wellbeing and maintain a healthy work–life balance. Please only make contact during working hours, 8am to 5pm Monday to Friday.

Thank you for your cooperation in helping us keep our procedures clear, safe, and consistent for everyone.

Kind regards,

Mrs E Marks
Headteacher