



St Bartholomew's CE Primary School

Thursday, 7th March 2019

Reminder about process for contacting staff

Dear parents / carers,

Staff at St.Bartholomew's are always willing to speak with parents / carers as we strive to work together to achieve the very best outcomes for all children. To this end, staff do need to focus on all the children within their care and as a consequence, may not be available to speak to parents / carers at specific times. One example is when the whistle goes in the morning and children are lining up.

I would respectfully ask parents to always speak to the class teacher in the first instance; staff will happily arrange appointments to do this at mutually beneficial times. Please send a note in to the class teacher or telephone the office to arrange an appointment. **Please be aware that staff will not respond to messages in their email box – please use enquiries@stbartholomews.lincs.sch.uk** (unless contacting Mrs Thorogood – although please be aware that she will not reply in the holidays). If after speaking to the class teacher, a parent / carer is still not satisfied with the outcome, they should speak to the key stage leader; Mrs Edwards KS2 and Miss Cannon KS1. If the parent/carer is still not satisfied, they should speak with either Mrs Thorogood (SENDco) or myself, depending on the nature of the conversation.

Yours faithfully,

James Shawley

Head Teacher

Leaveslake Drive, West Pinchbeck, Lincolnshire, PE11 3QJ, Tel: 01775 640357

Email: enquiries@stbartholomews.lincs.sch.uk Website: www.stbartholomews.lincs.sch.uk

