

12th October 2023

Dear Parent/Carer,

Out of Hours Contact

In line with our staff well-being policy, I am writing to ask if you could please avoid trying to contact staff via social media or email during school holidays and at weekends. It would be greatly appreciated if this could also be adhered to after 6pm on weekdays during term time. If emails are sent during these times, staff will not always be able to respond.

Clearly, this is not the case if there is an emergency and you need to contact us urgently.

Please also note that staff have many duties to perform during the school day and it may not be possible to see specific members of staff without prior arrangement. We would therefore advise that an appointment is always made to avoid disappointment.

Thank you in advance for your support with this.

Yours sincerely,



Miss J. Gillies
Head Teacher