



Buckingham Street Hull HU8 8UG

Principal: Miss P. Hillman

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Wednesday 17th March 2021

Dear Parents / Carers

Re-opening to all children

Thank you to the support and communication from parents/carers since a full reopening to all children.

Communication

A reminder that the **School Office is open between 8am – 4pm**. Outside of the Office opening times parents / carers should leave a message on the school answer machine and a member of staff will get back to you, within a reasonable timescale. Parents/carers are able to contact their child's class teacher by class dojo and teachers will respond as soon as they can within the working day. Teachers will not be expected to respond to class dojo messages outside of their normal working day or on the weekend unless it is urgent or regarding attendance. If you need to speak to your child's class teacher where possible, this will be by phone. Face-to-face meetings will only take place if booked in advance, as set out in the school's risk assessment. Can I politely ask that parents/carers should only come to the school office to speak to members of staff if it is unavoidable, and a member of the Office staff will take a message or a member of SLT will come to speak to you if you need to speak to another member of staff.

Absence

It is mandatory that your child attend school. If your child is absent from school due to illness or unavoidable circumstances, you must inform the School Office. If your child is absent due to a medical appointment, proof of the appointment must be provided. If your child is showing symptoms of C-19 you must inform the School Office. If a member of your household has tested positive for C-19 you must inform the School Office. If you do not contact the School Office, a member of the Attendance Team will contact you by phone in the first instance.

Your cooperation in this matter is appreciated.

Yours faithfully,

Miss P Hillman

Principal