



Oakwood

Primary School

Achieving Excellence Together

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Joint Chairs of Governors: Donna Gale-Page and Andy Phillips

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Dear Parents

Important Information about the Admin Office

On Wednesday 27 February, two members of our office team, Liz and Karen, are going into hospital for minor surgery.

It is pure coincidence that both of them are going in on the same day, but as you can imagine, this is going to mean a temporary change in how the office works – Claire won't be able to do it all!

We have made some arrangements to cover the office at busy times, but over the next few weeks...

- you might find you have to wait a little longer to be dealt with in the mornings and afternoons
- it might take a little longer to answer the phone
- we might not be able to answer questions straight away, especially if it's an area looked after by Liz or Karen, and we might need to get back to you

You can help us by...

- continuing to make sure your children are on time and enter via the classroom doors before 9am
- making sure you phone and leave a message every day if your child is off school for any reason (lateness and verifying absence generate a lot of work!)
- making sure your child has everything they need, including PE kit, water bottles etc
- using the blue secure postbox just inside the main office doors if you can
- making sure your child is picked up on time from school, including after clubs

Things may not run as smoothly as they usually do, but please be assured we will do our best to minimise disruption to you. Safeguarding of pupils, including their medical care and those who are absent without us knowing why, will always take first priority.

Many thanks for your support, and I'm sure you will join me in wishing Karen and Liz all the very best. We look forward to welcoming them back.

Yours sincerely

Ian Taylor
Headteacher

