



Church of England School  
Head of School: Mrs N J Adamson MA NPQH

26<sup>th</sup> September 2019

Dear Parent/Carer

### **Forgotten Items and Recording of Telephone Conversations**

We have noticed an increase in the amount of items dropped off at our Reception area during the school day. This not only has a significant impact on the workload of our office staff, it also results in valuable lesson time being constantly disrupted.

We are therefore writing to inform you that with immediate effect we will be limiting the items we accept into the Reception to **medication only for students in Years 8 and above**.

For the time being, in addition to medication, we will continue to accept additional items (homework, lunch, PE kits etc) for our **Year 7 students only**. Please note that it is your child's responsibility to ensure that they are fully equipped for the school day and it is important that students develop organisational skills particularly in secondary school.

We would also like to inform you that we have recently installed a new, more efficient, telephone system. As part of our quality, monitoring and training/development of staff, external telephone calls made to and from school are now recorded. Recording will be stored for a duration of 35 days.

Please do contact us with any questions with respect to the above.

Yours faithfully,

**Mrs S Ruttley**  
Office Manager



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