

24th February 2022

Office Hours

Dear Parents and Carers,

Welcome back to school. I hope you and your families all had a lovely break. Our children have had a very positive return and teachers have been working on assessments as well as introducing the new topics for this half term.

As stated in the newsletter before half term, unfortunately Ms Morgan, our Senior Admin officer, will be leaving us on Friday. She has been a fantastic member of the Ilderton team and we wish her well in her new role. Ms Webb will be taking on the Senior Admin Officer role from Monday 28th February. Most of you will know Ms Webb as she is a very long standing member of staff as well as an excellent admin officer. Ms Webb has a wealth of experience, and will ensure there is a smooth transition in the school office.

During the pandemic, we have asked that you do not go into the office area without an appointment. As the pandemic continues and Ms Webb will now be the only member of office staff, we ask that you continue with this model. It has alleviated congestion in the office area at the beginning and end of the school day.

The school office opening hours will be from **8:00 until 4:00**. Between the hours of 12:00pm and 1:00pm, the office will be closed but you will be able to leave a phone message, should you need to call. Any messages will be picked up at 1:00pm.

I know you will support Ms Webb in her new role and continue to support the office to run smoothly.

Thank you.
Carol Askins

Headteacher.