

Friday 10th October 2025

Dear Parents/Carers,

I am writing to remind all families of the importance of treating our office staff with respect at all times, whether visiting the school site, speaking on the phone, or corresponding by email.

Our office team play a vital role in the smooth running of our school and work hard to support all of our students, families, and staff. Recently, however, there have been occasions where members of the team have been spoken to in a way that is not acceptable.

While we understand that situations can sometimes be frustrating, any form of rudeness, raised voices, or disrespectful behaviour towards staff will not be tolerated. We expect all members of our school community to communicate in a polite and considerate manner.

Thank you to the many parents and carers who continue to engage positively with us, your support makes a real difference. Together, we can ensure our school remains a welcoming and respectful environment for everyone.

Kind regards,

A. Grattage

Mrs A Grattage
Executive Headteacher

