MAH/hc

14th February 2022

Dear Parents/Guardians

There has recently been a significant increase in the number of calls we receive from parents/guardians asking us to pass messages on to their children during the school day. This is problematic in that it causes disruption to the teaching and learning in the classroom; it takes time from our administration staff and we cannot always guarantee that messages will get through to students. Can we please ask that parents/guardians make arrangements for after school with their children directly. We will not be able to pass messages on to children during the day.

A number of parents/guardians are also visiting the school to give their child money, packed lunches, PE kits and other items that have not been arranged with a member of staff, but by students messaging their parents. We ask that parents that receive a message from their child to bring an item to school ask the child to see Student Services or Reception, and not to arrange to come to school with the items that have been requested. If parents visit the school site, without prior permission from a member of staff, we will not be able to collect the items from you.

Thank you for your understanding and co-operation,

Mair Hughes

**Pennaeth/Headteacher**