



Great Gaddesden C of E (Voluntary Aided) Primary School

Telephone 01442 255734

Email head@greatgaddesden.herts.sch.uk
admin@greatgaddesden.herts.sch.uk

Website www.greatgaddesden.herts.sch.uk

Church Meadow
Great Gaddesden
Hemel Hempstead
Herts
HP13BT

23rd February 2018

Dear Parents/Carers

COMMUNICATION FROM SCHOOL TO HOME

On behalf of the Governors and the school, we would like to apologise that the communication from school to home has not been good enough recently. We aspire to communicate openly and effectively with you at all times. However the cover in the office has been very disjointed and this has created some difficulties. We apologise wholeheartedly for any inconvenience that has been caused.

We are delighted to let you know that we held interviews for the post of School Secretary today. We had a good response to our advert and interviewed three excellent candidates. We have appointed Mrs Anna Birch-Palmer who will be able to start immediately. Mrs Birch-Palmer has many years of school office experience, and will be working hard to get communication with parents back to a high level as soon as possible.

In the short term we will introduce some temporary measures to improve communication:

- Paper copies of all letters will be sent home in book bags
- Your child's name will be written onto the letter so that we can tell if a letter has not been delivered
- The email system and mailing lists will be reviewed to check that they are fit for purpose

In the medium term we will be investigating other ways of making communication with parents and carers even better, including giving more notice of school events and potentially a text system. However, our immediate priority is to get day-to-day communication running smoothly once more.

The partnership between home and school is incredibly important to us. Many thanks for your understanding as we work together to make the office run more efficiently.

With very best wishes

Alison Wilkinson
Chair of Governors
AWilkinson@greatgaddesden.herts.sch.uk

Sarah Wickens
Headteacher
head@greatgaddesden.herts.sch.uk

