



Dear Parents/Carers,

We are writing to inform you that from tomorrow (03/01/24) onwards, the school office will be closed to inquiries between 08:30 – 09:00 and 15:00 – 15:45.

What this means is that, in the mornings, if you are running late or have medication that needs to be dropped off you can come in to the office but any general inquiries need to wait until after 9:00. The same for the afternoon; you will be able to come and pick up medication between 15:00 and 15:45, however the admin staff will not be answering any general inquiries until 15:45. This gives us an opportunity to focus on making sure your children are getting our full attention if they are in the office area and minimises any safeguarding risks.

We understand that not being able to speak to the office directly could cause some disruption to your morning however during drop off, there will be SLT members on all the gates so if you need to speak to someone in person they will be available and afterschool you will be able to quickly speak to your child's class teacher in person if you need to.

We would also remind you that if there is an urgent message you need to inform us about you can send an email to office@gordonchildrensacademy.org.uk, call us on 0333 360 2110 or send a message to us using the MyEd Messaging App. If you need to contact your child's class teacher the new Parent Connect App for Teams will be up and running as well.

Thank you for your continued support

Kind Regards,

Gordon Children's Academy