



Archibald First School

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Newcastle upon Tyne
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Headteacher **Mrs R Turner**

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Monday 9th November

Dear Parents and Carers,

Since the start of term, we have requested the teaching staff to be present at the entrance / exit doors at the start and end of the school day.

The rationale for this request:

- Visibility of teaching staff to you as parents
- Opportunity to establish relationships with parents
- Provision of a familiar face for the children at the start of the day
- Facilitation of quick messages

We hope that you have found this beneficial. Feedback from the staff is that it is a pleasure being able to put a face to a name and a welcome start to the school day.

That said, the staff are also acutely aware that due to longer conversations from families they are not always able to speak with all those parents who require a minute to share a quick update. They are very conscious that some quick messages which are unable to be shared are of vital importance for that specific day. If this has had an impact on you, please do make contact so that we can ensure your message is shared.

Unfortunately, longer conversations are also preventing the staff from starting the teaching day and therefore are negatively impacting on the children in their classes.

Please remember that if your need is longer than a very quick message, you are requested to contact the school office and do one of the following:

- Email admin@archibald.newcastle.sch.uk and request a phone call
- Email admin@archibald.newcastle.sch.uk with a message that will be forwarded to the relevant staff member
- Telephone the office on 01912851957 and request a phone call

This also applies to if it is communication regarding an ongoing matter.

We do not wish to deter anyone from communicating and working in partnership with the school; we simply wish to find the best-balanced approach that works for all involved and that is facilitated at the most appropriate time.

Yours sincerely

Rebecca Turner

Having fun, achieving excellence.

Successful learners. Confident individuals. Responsible citizens.