

Friday 13<sup>th</sup> September 2024

**New School Information Letter Sept 2024**

Dear Parent / Carer,

We have now introduced **Class email addresses**, parents and carers can send enquiries and questions about the class/year group directly to teachers. These email addresses are NOT for urgent matters (urgent matters should still be sent to the office email or by phone call)

Teachers (including job-shares) will check the email inbox 2-3 times per week, between the hours of 8am-5pm Mon-Fri.

This means queries will be answered within 3 working days, but in most cases, it will be sooner than this.

Dojo(class story) will still be used for class messages/events/homework etc. The email address is for private correspondence between teachers and parents/carers.

**Please use:**

<a href="mailto:acorns@sandfordprimary.dorset.sch.uk">acorns@sandfordprimary.dorset.sch.uk</a>	For Mrs Abrahams
<a href="mailto:conkers@sandfordprimary.dorset.sch.uk">conkers@sandfordprimary.dorset.sch.uk</a>	For Miss Fallesen
<a href="mailto:ash@sandfordprimary.dorset.sch.uk">ash@sandfordprimary.dorset.sch.uk</a>	For Mr Sampson
<a href="mailto:bay@sandfordprimary.dorset.sch.uk">bay@sandfordprimary.dorset.sch.uk</a>	For Miss Walker
<a href="mailto:beece@sandfordprimary.dorset.sch.uk">beece@sandfordprimary.dorset.sch.uk</a>	For Mrs Matthews and Mrs Hudson
<a href="mailto:lilac@sandfordprimary.dorset.sch.uk">lilac@sandfordprimary.dorset.sch.uk</a>	For Mr Gale
<a href="mailto:hazel@sandfordprimary.dorset.sch.uk">hazel@sandfordprimary.dorset.sch.uk</a>	For Miss Gover/Mrs Dowthwaite
<a href="mailto:maple@sandfordprimary.dorset.sch.uk">maple@sandfordprimary.dorset.sch.uk</a>	For Mrs Benjko-Robbins
<a href="mailto:hawthorn@sandfordprimary.dorset.sch.uk">hawthorn@sandfordprimary.dorset.sch.uk</a>	For Miss Colley/Mrs Driver
<a href="mailto:willow@sandfordprimary.dorset.sch.uk">willow@sandfordprimary.dorset.sch.uk</a>	For Miss Edwards
<a href="mailto:olive@sandfordprimary.dorset.sch.uk">olive@sandfordprimary.dorset.sch.uk</a>	For Miss Thomas
<a href="mailto:oak@sandfordprimary.dorset.sch.uk">oak@sandfordprimary.dorset.sch.uk</a>	For Mr Dean
<a href="mailto:pine@sandfordprimary.dorset.sch.uk">pine@sandfordprimary.dorset.sch.uk</a>	For Mrs Hill/Mrs Stanley.

It is always a good idea to put your child's name in the subject line, as family names and email prefixes do not always make it clear who the email is from/about.

In the event of unforeseen prolonged absence or the need to escalate queries/concerns, these class inboxes can be accessed by senior leadership too.

We hope you will find this additional communication aid helpful. And do feel free to write a 'quick hello' email if you want your contact within the teacher's reach!

### **Meet the Teacher:**

At the start of each year the teachers send home a general information letter about the Year Group. We follow this up with a Year Group 'meet the teaching team' after school in the first few weeks of term. Year group letters will come out at the end of next week (19th/20th Sept) for Year 1 to Year 5. Year 6 sent theirs out before the summer holidays and Saplings will be sent out today.

### **Meet the Year Group team sessions are offered as follows:**

**Thursday 19<sup>th</sup> Sept 3:15-3:45 YEAR 6 (Oak/Pine) in Oak classroom**

(Mr Dean, Mrs Hill/Mrs Stanley)

**Friday 20<sup>th</sup> Sept 3:05-3:35 RECEPTION (Saplings/Acorns/Conkers) in Reception base**

(Mrs Abrahams and Miss Fallesen)

**Monday 23<sup>rd</sup> Sept 3:15-3:45 YEAR 3 (Lilac//Hazel) in Hazel classroom**

(Mr Gale, Miss Gover/Mrs Dowthwaite)

**Tues 24<sup>th</sup> Sept 3:15-3:45 YEAR 5 (Willow/Olive) in Olive classroom**

(Miss Edwards/Miss Thomas)

**Wed 25<sup>th</sup> Sept 3:05-3:35 YEAR 1 and YEAR 2 (Ash, Bay, Beech) in Ash classroom**

(Mr Sampson/Miss Walker/ Mrs Matthews/Mrs Hudson)

**Thurs 26<sup>th</sup> Sept 3:15-3:45 YEAR 4 (Maple/Hawthorn) in Hawthorn classroom**

(Miss Colley/Mrs Driver/Mrs Benko-Robbins)

We hope to see you there! *(any additional information shared during the 'meet the team' sessions will also be made available by Dojo, email or the school office)*

With my best wishes

Mr Beveridge

Headteacher : Mr Paul Beveridge

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