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10 September 2020

Dear Parents/Carers,

I just wanted to give some further clarification about the use of our class email addresses.

Now that school is fully open we anticipate these emails being rarely used. Please only use them to submit your child's homework or to contact the teacher to arrange a phonecall or virtual meeting. We understand that whilst unable to speak to your child's teacher at drop off or collection, there are times when you will need to have a conversation with them and these emails can be used to arrange this.

Any other information that you need to share should be sent to admin@southcote.reading.sch.uk as you've done previously. This includes advising of medical appointments or absences, Health Care Plans and medication, and any changes to pick up arrangements or advising of lateness.

Teachers are unable to access these class emails during the school day and are also unable to respond to general enquiries about your child's wellbeing.

Please be assured, if there is anything you need to know, we won't hesitate to contact you.

Thanks for your understanding.

Yours sincerely



Mrs Lisa Telling

Executive Headteacher
The Kennet Federation