



WEAVER PRIMARY SCHOOL
WESTERN AVENUE
NANTWICH
CHESHIRE
CW5 7AJ



*Headteacher
Mrs Gill Price*

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27th June 2017

Dear Parents / Guardians,

Polite Office Request

We do appreciate that from time to time you need to call into the school office for assistance or advice with a variety of issues and first and foremost we are here to help. However, we also have a great deal of work we all do behind the scenes running the administrative side of the school.

To assist us we ask that you try as far as possible to keep routine enquiries to before or after school. In particular we have noticed a sharp increase in the volume of forgotten items being dropped into the office during the course of the school day for us to reunite with their owner.

While this isn't a problem once in a while it is becoming a daily occurrence and very often happens several times during the morning or afternoon. There are times when it simply isn't possible to leave the desk unmanned to make these deliveries due to safeguarding nor is it always appropriate to interrupt class work to ask a child to come to collect an item.

We would prefer to avoid this as much as possible please and ask that interruptions within the school day are kept to a minimum. Where you feel it is absolutely necessary to drop something in during the day please be aware there will often be a delay before your child receives it.

Thank you.

Mrs G Price & Weaver Primary School Office Staff



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