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Dear Parents and Carers,

I would like to thank you for the support you give to our office staff. They are often the first people you speak to and they work tirelessly to support pupils, families and staff across the academy.

Sadly, there have been a few recent occasions where staff, including teachers, have been spoken to in ways that have been upsetting for them. While we understand that situations can sometimes feel frustrating, we do ask that all conversations with staff remain calm and respectful. This helps us to model for our pupils the importance of treating one another with kindness.

Many of the incidents we have experienced recently have related to dates for sporting fixtures and events. For this reason, I would like to take this opportunity to remind everyone of the importance of carefully checking deadline dates included in academy letters and messages. These dates are set so that we can organise staffing and safeguarding arrangements properly and, although we will always try to help, it is not always possible to add pupils at the last minute once plans are in place. I do appreciate that some parents feel there is *too much* communication from the academy and others feel there is *not enough*, but in a large setting like ours it is essential that we share key information so that everything runs smoothly and pupils don't miss out.

Thank you for your continued support in helping us maintain a positive, safe and respectful environment for everyone.

Yours sincerely,

Tania Findlay MBE
Headteacher