



Witchampton CE First School

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Tel: 01258 840684
Head of School: Mrs Cathie Bolton

11th November 2016

Dear Parents,

In response to a query from a parent, we have been reviewing our procedures for our Dragonflies Club.

A problem has arisen, because a parent needed to contact the Club to inform them they would be late, but were unable to speak to anyone.

At the moment, there is only one line into our school and historically the Dragonfly staff have not answered the phone as they are often out of earshot or in the playground area. We are unable to provide them with mobile phones, as I'm sure many of you are aware, mobile phone signal is extremely poor in Witchampton. This obviously poses a problem.

We have had our phone company in to look at our system and are in the process of ensuring we have more than one line into our school. This would then enable us to give Dragonflies their own dedicated line.

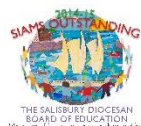
In the meantime, to ensure that parents of children in Dragonflies can contact Dragonfly staff, the Dragonfly staff will check the school answer machine every 15mins.

In a bid to keep the number of messages to a minimum, and until we obtain a dedicated line just for Dragonflies, can we please ask all parents to contact the school during office hours of 8am to 4pm unless your message is urgent.

Thank you for your understanding,

Mrs Bolton
Head of School

WIMBORNE
Academy Trust



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