CARR JUNIOR SCHOOL

Executive Principal: Mr James McGann

Head of School: Mrs Laura Winston

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Dear Parents and Families,

**Meetings with school staff**

One of the things we value most in our school community is the strong, positive relationships between families and staff. A big part of this is the daily welcome at the school gate. Each morning and afternoon, senior leaders are out on the gate to greet children and families, offer a friendly hello, and be available for quick conversations. These informal chats are a lovely way for us to stay connected and to deal with small matters that can be resolved there and then.

For anything that needs more time, more detail, or a private conversation, we kindly ask that you make an appointment through the school office. Our leaders, including the Head of School, spend the majority of the day working directly with children, visiting classrooms, supporting staff, and ensuring the school runs smoothly. This means they are not usually available to meet without notice, and turning up in the hope of catching someone can often lead to long waits and understandable frustration.

**Unless it is a genuine emergency, please avoid arriving at reception without an appointment**. Our reception team will always take your contact details and a brief summary of your query, but they cannot guarantee that a senior leader will be free to meet with you at short notice. Making an appointment ensures that the right person can give you the time and attention your query deserves, and it helps us avoid wasted time or disappointment for families.

If you would like to speak with a senior leader, you are very welcome to speak to us on the gate before or after school or telephone or email the school office to arrange an appointment for a convenient time.

We are always happy to help, and we want every conversation with families to be purposeful, timely and well supported. Your cooperation with this approach makes a real difference and helps us keep our focus where it matters most, which is on the children.

Thank you, as always, for your support.

James McGann
**Executive Principal**