

**Learning and Caring Together,  
“...they will flourish in the courts of our God.” (Psalm 92:13)**

Wednesday 29<sup>th</sup> January 2020

Dear Parents / Carers

**COMMUNICATION WITH MRS LEESE**

I am writing to let you know a little more about Mrs Leese's role in school and how you can contact her.

When telephoning into the office you will now hear another option that you are able to select.

Mrs Leese who is our PDBA (Personal, Development Behaviour and Attitude Assistant), can be contacted for any conversations you need to have around your children's health, medication, attendance, and general well-being.

Mrs Leese can be contacted via our usual phone number under the new option 2. You can also use this option to leave her an answer message should she not be available, you can email her at [d.leese@stedwardscheddleton.co.uk](mailto:d.leese@stedwardscheddleton.co.uk) or you will find her in the school playground most mornings and at the end of the day. Please note that the school office is now option 5.

Some examples that you would contact her for would be:

- To report a child absent
- To discuss a child's health
- If medication needs to be administered during school hours
- Wellbeing of a child
- Lost property/uniform
- If your child is going to be late
- If your child needs excusing from P.E Activities - eg. Swimming
- Attendance queries
- One to one child concerns

This list is not exhaustive and if you are unsure you can select option 2 for Mrs Leese or option 5 for the office and we can guide you in the right direction

Please note these changes will take place with immediate effect.

Kind Regards

Rebecca Bloor  
**School Secretary**