



Ecclesfield Primary School

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Executive Head: L Chadwick

27th April 2026

Dear Parents and Carers,

Important Update: Communicating with Class Teachers and Morning Drop-off

Firstly, I'd like to thank you all for your continued partnership and support. At Ecclesfield Primary School, we truly value the strong communication between home and school, as it plays a vital role in ensuring every child feels settled and supported.

How to Communicate with Class Teachers

To help us provide the very best start to each school day, we kindly ask that you use class email addresses to pass on any information or messages for class teachers, rather than speaking with staff during morning drop-off. This helps our team focus on welcoming the children and settling them quickly and calmly into their learning.

- For urgent matters (e.g. changes to collection arrangements, medical concerns): Please do speak directly to the class teacher at drop-off.
- For all other messages, questions or comments: Please email the relevant class email address. This ensures your message is received and responded to promptly, without disrupting the start of the school day.

Why this Matters

Our staff are committed to making sure every child has a positive and settled beginning to their day. When teachers are able to greet and guide their classes without interruption, it benefits the whole group and sets the tone for effective learning.

Next Steps & Contact Details

- Please use *your class's dedicated email address* for all non-urgent communications.
- If you need clarification on class email addresses or have any other questions, please contact the school office.
- For urgent matters at drop-off, please let the class teacher know directly.

Thank you again for your support and understanding. By working together, we can ensure a smooth, welcoming and productive start to every school day for all our pupils.

With appreciation,

Mrs Robinson
Head of School

