



Executive Head Teacher
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Two Rivers Federation

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Friday 23rd September

Dear parent/carers,

Thank you to everyone that has returned their contact details. If you haven't yet received any communication from the families@langtree.devon.sch.uk email address then please check your junk/spam emails and add the address to your contacts. Alternatively, email into the families account with your child's name, year group and class and your address will be added to the correct group.

We are still in the process of improving communication and payment systems that will work better for all of us, so please bear with us while we look into the best options.

Meanwhile...

The families email address is checked daily and messages will be forwarded to the relevant staff member for them to access when they're not teaching. When a reply is necessary the staff member will aim to reply within 5 working days, you will usually have a response before this but the five days allows time for the right person to deal with your query if further information is needed.

You may not get a response if the message has been passed on and actioned (For example if you have notified us of an appointment for your child)

Teachers are available to give a quick message to at the start and end of the school day, they are happy to make an appointment to meet with you or to give you a call if needs be.

Reporting absence

Please **telephone** the office before 9.30 to:

- report illness/absence/ late arrivals (you will need to report the illness daily)

For end of day arrangements please send a note in with your child for the class teacher or if plans change suddenly during the day then please telephone the office.

Clubs

Thank you to everyone that has booked their child into an After-school club. You will have received confirmation via email. There are still a few places left in the clubs so please email into families if you would like to book a place for your child. Please note the Arts & Craft club starting **after half term** is for Reception-Yr2 children, there was an error with the age range on the original timetable.

Stay & Play

Wednesday 28th September 2-3:15pm

Come and join us for a Stay and Play Session. This is a chance to explore the Foundation stage classroom, gardens, meet the staff and children and play with your child. There will be activities, stories, rhymes, and a snack. Booking - If your child does not usually attend school on this day, they are very welcome to join us, but they must be accompanied by an adult. If your child usually attends school, you are very welcome to join them for the session.

Please email families@langtree.devon.sch.uk to let us know if you would like to attend.

PTA AGM

The PTA will be holding its Annual General Meeting at Langtree School at 8pm on Friday 7th October. All parents and carers are very welcome to join us. The current Chairperson and Secretary will be standing down, so we will be looking for volunteers to take on these two vital committee roles. If anyone would like any information on what these roles involve, or what the PTA does, please get in touch via the school office. We hope to see many of you there.

Dates:

Stay & Play: Wednesday 28th September 2-3:15pm

PTFA AGM: Friday 7th October 8pm

Friday 21st October – Non pupil day

Monday 24th - Friday 28th October - Half term