

Mowbray Terrace  
West Tanfield  
Ripon  
North Yorkshire  
HG4 5JN  
01677 470329



St Nicholas C of E  
Primary School



Kirkby Malzeard C of E  
Primary School

Church Street  
Kirkby Malzeard  
Ripon  
North Yorkshire  
HG4 3RT  
01765 658329

admin@west-tanfield.n-yorks.sch.uk

admin@kirkbymalzeard.n-yorks.sch.uk

## COMMUNICATION PROCEDURES

Dear Parents/Carers,

As a school we value clear communication between home and school and very much welcome the relationships we have with parents. Please find below an outline of all the ways in which parents can communicate with school about any questions, concerns or information they need to share with us.

### **The School Office**

**01765 658329**

[admin@kirkbymalzeard.n-yorks.sch.uk](mailto:admin@kirkbymalzeard.n-yorks.sch.uk)

The school office is open for the following hours:

- Monday 8am – 9.00am
- Tuesday 8.30am – 1pm
- Wednesday 8.30am – 3.15pm
- Thursday 8.30am – 1pm
- Friday 8.30am – 1pm.

You can phone the office during these hours to speak with Mrs Blakey who can sign post you to any general information you need, or will pass on any messages to the correct member of staff for action.

Whilst the office is closed, emails can always be sent to the admin address above or messages left on the answer phone; these will be responded to as soon as the office is open.

### **Class teachers**

For questions about learning, or to pass on confidential information, staff can be contacted during the hours of **8am and 5pm** via the staff email. Please note that staff are teaching during the day and often have meetings after school so will respond when appropriate.

### **Out of hours**

Should you wish to contact school **out of the hours of 8am and 5pm**, all correspondence should go via the school admin address and not class teacher or headteacher emails.

**Please use this address to report any illnesses, such as your child being symptomatic with COVID, or any test results resulting from this, as it is vital that school is informed immediately.**

With thanks,

Mrs Sarah Taylor

Headteacher