

Wingfield Primary School

Ensign Street London SE3 9GJ

Tel: 020 8856 1167

Email: rsilcock@wingfield.compassps.uk

Website: www.wingfield.greenwich.sch.uk

Executive Head Teacher: Sophie Powell

Head Teacher: Ross Silcock



Monday 22nd March 2021

Dear Parents/Carers,

I hope you continue to be safe and well. While we continue to adhere to government guidance during the ongoing COVID-19 pandemic I am conscious that we are still unable to communicate with you in the ways that we have previously been able to. Given this, I have outlined below the best ways to communicate with us.

Contact a teacher

If you would like to speak with your child's class teacher please use Showbie or Tapestry, or the Wingfield contact email address (wfcontact@wingfield.compassps.uk) to send a brief message requesting a telephone call, Monday to Friday during normal working hours. Please do not use Showbie or Tapestry for daily communication with your child's class teacher.

Contact a SENCO

If you would like to speak with a SENCO then please use the Wingfield contact email address (wfcontact@wingfield.compassps.uk) to send a brief message explaining why you would like to speak with a SENCO. Our SENCOs, Mrs Ingram and Mrs White, will endeavour to respond by email or telephone, depending on the type of request, as quickly as possible and at the latest within 5 school days. If they are unable to respond within 5 school days they will let you know when they are likely to be able to respond.

Contact a senior leader

If you would like to speak with a senior leader (<https://www.wingfield.greenwich.sch.uk/?q=node/23>) then please use the Wingfield contact email address (wfcontact@wingfield.compassps.uk) to send a brief message explaining why you would like to speak with a senior leader. A senior leader will endeavour to respond by email or telephone, depending on the type of request, as quickly as possible and at the latest within 5 school days. If they are



A charitable company limited by guarantee registered in England and Wales (company number: 10360957)

www.compass-partnership.uk

Alderwood - Deansfield - Halstow - Horn Park
South Rise - Willow Dene - Wingfield

Senior Executive Head Teacher of The Compass Partnership: John Camp

Wingfield Primary School

Ensign Street London SE3 9GJ

Tel: 020 8856 1167

Email: rsilcock@wingfield.compassps.uk

Website: www.wingfield.greenwich.sch.uk

Executive Head Teacher: Sophie Powell

Head Teacher: Ross Silcock



unable to respond within 5 school days they will let you know when they are likely to be able to respond. Please note that if a meeting (socially distanced, telephone or virtual) with a senior leader is offered or requested then following the meeting we would agree on a suitable method for future communication. Please be advised that given the volume of correspondence the school manages on a day-to-day basis this is unlikely to be written communication unless absolutely necessary.

Contact the school

If you have a general enquiry or update then please use the Wingfield contact email address (wfcontact@wingfield.compassps.uk) to contact the school office who will respond as quickly as possible and at the latest within 3 school days. If you need to contact the school urgently (e.g. someone different is collecting your child) please call the school office on 02088561167.

Emails and text messages from the school

We will continue to send updates, newsletters and general information via email and, in the case of important updates, via text message. Please ensure you advise us of any change of telephone number or email address as soon as is possible to avoid missing important information shared by us. Please note, the system that we currently use will email up to two contacts for each child, but will only send a text message to the primary contact for each child.

Thank you for your continued support.

Ross Silcock
Headteacher