

Our Ref: SST/HBr

Date: 25th January 2019

Dear Parents/Guardians,

Please be advised that the school expectation regarding emails is that staff will respond to a query or concerns within a 48 hour window within the working week. Many members of staff within the school teach five lesson days or have back-to-back meetings and need to take time to both consider and investigate email queries/concerns that are received. Please also note that the school expectation is that Duston School staff do not have to answer their emails over the weekends. The weekends are not classified as working days. So, for example, if an email is sent after 3.10pm on a Friday you may not receive a response until the following Tuesday. If there are serious safeguarding issues, concerns or disclosures made over the weekend this will, however, be picked up by key members of staff.

I thank you for your understanding and consideration of this working practice.

Yours sincerely



Mr S Strickland
Principal

Mr S Strickland – BA (Hons), MA, NPQH
Principal

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