



TIMBERCROFT PRIMARY SCHOOL

Timbercroft Lane, Plumstead, London, SE18 2SG

Tel: 020 8854 6915

www.timbercroftschoo.org.uk Twitter: @Timbercrofts

Dear Parents/Guardians

Welcome back to the new school year.

For general information please contact the main school office email address info@timbercroft-maritime.org

For example regarding:

- attendance
- schools dinners
- early pick ups or change in adults collecting
- medication
- after school clubs
- MCAS
- arrange a meeting with school staff

To contact Timbertime regarding a change in pickup (adult or timing) please email timbertime@timbercroft-maritime.org by 6pm to confirm last pick up at 6:30pm.

Every year group has received a newsletter with the key information from the teachers working with your children. In each newsletter you have received the teacher's direct email address.

Your child's teacher is the first port of call for any initial queries about events in the school day.

Please contact your teacher directly if you have any questions or key information to pass on that is directly in relation to day to day routines, queries or general information that is important for your child's teacher to know.

If you have any concerns regarding support for your child please contact your child's teacher initially to discuss the concern with them directly.

If your child receives SEND support please contact our SENCOs Mrs Rogers and Mrs Elliott on senco@tpsmat.org.

If you wish to contact a member of SLT please see below:

- Mrs Bailey jbailey118.203@tpsmat.org
- Miss Cartwright acartwright@timebrcroft-maritime.org
- Miss Mollet r.mollett@tpsmat.org

Please be aware that you will receive a response acknowledging your email within 48 hours as when staff are working with the children they do not access their emails at this time. We will respond in full as soon as possible. Short questions can be responded to quickly, longer more detailed responses may take up to 3-5 days. Anything of importance, or that requires a discussion should be managed through a meeting which can be organised via the office.

Thank you for your continued support and understanding.

Miss Cartwright
Head of School

