



Creavery Primary School
38 Thornhill Road, Antrim BT41 2LH
Tel: (028) 9446 6915 Fax : (028) 9448 7851
Email: info@creaveryps.antrim.ni.sch.uk Web Site www.creavery.co.uk

Principal: Miss L M Dunwoody B.Ed (Hon) M.Ed PQH CCET
Associate Principal: T.R. McMaster MBE B.Ed.

COMMUNICATION FROM SCHOOLS TO PARENTS AND CARERS

Dear Parent/Carer,

The Department of Education, employing authorities, sectoral support bodies, and teacher unions have jointly acknowledged the increasing demands placed on school-based staff. In support of staff wellbeing and to help manage workload effectively, schools have been asked to clearly communicate their normal operating hours and the appropriate ways for parents and carers to get in touch.

Please note the following:

Normal Operating Hours

- Monday: 08:45-15:45
- Tuesday: 08:45-15:45
- Wednesday: 08:45-15:45
- Thursday: 08:45-15:45
- Friday: 08:45-15:45

Contacting the School

If you need to get in touch with us, please use one of the following methods:

- **Email:** info@creaveryps.antrim.ni.sch.uk
- **Phone:** 028 9446 6915

Speaking with Your Child's Teacher

To speak with your child's teacher, please contact Mrs D Saunderson in the School Office to arrange a meeting or send an email to the school's email info account – see above.

School staff are not expected or required to respond to communication from parents or others outside of the school's normal operating hours, except in the case of a critical incident.

Yours sincerely

T R McMaster B.Ed. MBE
Associate Principal.