

# Will contact with staff change?

## What if you want to talk to a teacher

We need to limit the adults coming into the school building. Chatting to your child's teacher outside the door at the end of the day is still fine. If you want a private conversation, can you try to do this by phone or by sending a message on Class Dojo. Face to face meetings with teachers will need to be by appointment.

## Paying for trips and dinner money

Please pay for as much as possible on the School Gateway app so that staff do not have to touch cash. If you can only pay in cash, this must be taken to the office in a sealed envelope with details on the front. The envelope cannot be opened for 3 days. Please make sure it is the correct amount of money as staff will not be able to give you change until the envelope is opened.

## Talking to the admin staff

Please limit your need to talk to the admin staff. They will talk with the window closed to keep themselves safe. Where possible, ask questions over the phone.

**Back to normal while keeping our staff safe!**