



# THE WILLINK SCHOOL

Head Teacher: Mr P Fry MA Deputy Head: Mr A Sizer MA Assistant Deputy Head: Miss J Evans MA

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## Our advice to parents

- We respectfully ask that during these times, meetings to school are by appointment only. These can be made via email or telephone for the first point of contact (see below).
- We would also like to advise that we currently have no way of distributing forgotten items around the school, so stress the importance that students remember the following items as we will not be able to accept them. (e.g. forgotten homework, PE kit, books, stationery equipment)
- Packed lunch or using the school canteen. Please ensure that your child's school grid account is topped up with enough funds so that if a packed lunch is forgotten, your child will still have access to purchase lunch/snacks – school grid queries to the office)
- Pack school bags the night before to ensure that all items are ready for the following school day
- Student external appointments – please inform school by email or phone call that your child has an appointment and make sure your child knows when they need to leave class to sign out at reception for this appointment. (Please note, we are unable to collect your child from class.) When you arrive at school to collect your child, please buzz the gate to notify reception of your arrival. We will send your child out to meet you. Your child will need to return to reception on arrival back to school to sign in. You will need to let your child know how this will work
- Finance – for orders uniform/books etc – your order will be given to your child via tutors (Scopay queries to Finance)
- Only urgent messages will be passed to students – please ensure that any arrangements are organised before the next school day)

In a case of an emergency and for all other enquiries please telephone the school who will be able to direct your call and answer any queries.

0118 983 2030 (8am to 4pm Monday to Friday)

0118 983 8422 (Absence Line) – Mrs Moxon

[wfinance6@willink.w-berks.sch.uk](mailto:wfinance6@willink.w-berks.sch.uk)

[reception@willink.w-berks.sch.uk](mailto:reception@willink.w-berks.sch.uk)

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