



Central Email Address

- ☎ 01285 712302
- ✉ admin@farmors.gloucs.sch.uk
- 📍 The Park, Fairford GL7 4JQ
- 📅 04.07.24

Dear Parents & Guardians,

I am writing to update you with a change we are making to our home/school communications.

In recent years, everyone appears to have become busier with their day to day lives, family and work. The Heads of Year and Tutors have also seen an increase in their workload, including an increase in email questions and queries from parents. With their teaching, planning, preparation and marking commitments, in addition to the pastoral care they deliver, staff are not always able to respond within the timescales we and parents expect.

To address this problem, we have set up a new central email account that will sit alongside the Finance and Admin accounts with the address:
studentservices@farmors.gloucs.sch.uk

This will be monitored by non-teaching members of the Pastoral Team which will ensure that day to day questions, that don't require a Head of Year or Tutor to answer, will be answered much more quickly.

To help make sure any communication reaches the right team, the table below gives an indication of the right address to use from our three main email addresses which can be found on the following page:



Central Email Address

- ☎ 01285 712302
- ✉ admin@farmors.gloucs.sch.uk
- 📍 The Park, Fairford GL7 4JQ
- 📅 28.06.24

studentservices@...	finance@...	admin@...
All daily absence notifications	Trips	Curriculum questions
All requests for future absence	ParentPay	Exam queries
Medical / IHCP information	Uniform	Change of contact details
Safeguarding	School Shop	Everything else
All other pastoral concerns	Lettings	

In addition to our new email address, any queries about buses will now be dealt with by Pulhams or GCC directly, rather than finance.

From September, please use the new email address rather than emailing pastoral staff directly.

Yours sincerely,

Roger Eckersley