

19th October 2023

Dear Parent/Carer,

I hope this letter finds you well. I would like to extend my gratitude to those parents who have proactively reached out to us through our designated email address, enquiries@ripon.outwood.com, as we requested in our [Communication letter](#) on September 26th, 2023.

Your commitment to adhering to our established communication channels ensures efficiency and accuracy in our response to your queries and concerns. We appreciate your cooperation in this regard and thank you for your continued support.

However, it has come to our attention that some parents have been contacting staff members directly regarding various school matters. To maintain a consistent and organised approach to addressing your inquiries and requests, we kindly request that you refrain from reaching out to staff members individually.

Once again, thank you for your understanding and cooperation in this matter. We are committed to working together to provide the best possible education and support for our students, and your adherence to our communication protocols is a significant part of achieving this goal.

Yours sincerely,



Mr O'Brien
Vice Principal