



St. Edward's Church of England Academy

Westwood Road, Leek, ST13 8DN

Telephone: 01538 714740

Principal: Mr. T. Hutchinson

<http://stedwards.academy>

3rd September 2020

Dear Parent/Carer,

Appointments with House Leaders

If you wish to update your child's House Leader with any information regarding your child or if there is a topic you wish to discuss with your child's House Leader, telephone appointments are available on Tuesday 8th September, Wednesday 9th September and Thursday 10th September.

To request an appointment, please send the following information via the contact form on the Academy website:

- Your child's name
- Your child's House (Elgar, Newton or Nightingale)
- Your name
- Your contact phone number and email address
- Your available day(s) and time(s) on Tuesday 8th September, Wednesday 9th September and Thursday 10th September

House Leaders will aim to contact you to arrange an appointment date and time within 24 hours of your contact form being received.

We look forward to speaking to you soon.

Yours sincerely,

Mr J Simm
Acting Assistant Principal