

TCL/WH

9 November 2011

Dear Parents/ Carers

It has come to our attention that the contact telephone numbers issued in the recent half-termly reports to parents/ carers were incorrect. The numbers affected were the contact telephone numbers for the Heads of House on both the half-termly PROGRESS REPORT and the ATTENDANCE REPORT.

Please accept our sincere apologies for any inconvenience this may have caused. This administration error occurred because individual internal telephone extension numbers were quoted in a way that made them appear as if they were full telephone numbers. Please find below the correct contact numbers.

Heads of House For Learning (PROGRESS REPORT contacts)

ARDEN HOUSE	Ms L Hall	0121 748 0423
BRADFORD HOUSE	Ms A Norrey	0121 748 0462
JAGUAR HOUSE	Ms E Millar	0121 748 0463
SPITFIRE HOUSE	Ms J Sheldrick	0121 748 0461

Heads of House for Attitudes and Attendance (ATTENDANCE REPORT contacts)

ARDEN HOUSE	Mr D Cox	0121 748 0451
BRADFORD HOUSE	Ms J McCluskey	0121 748 0464
JAGUAR HOUSE	Mr A Lewis	0121 748 0421
SPITFIRE HOUSE	Ms L Price	0121 748 0460

We hope that this update will rectify this unfortunate error and thank you again for your continued support.

Yours faithfully

Dr T. Close

Vice Principal