



MUGGINTON C of E PRIMARY SCHOOL
Mugginton
Ashbourne
Derbyshire DE6 4PL
Telephone : 01335 360261
www.muggintonschool.co.uk

Headteacher: Mr J Green

Dear Parent/Carers,

Friday 27th October 2023

Re School Office/Administrative Management

I am glad we are able to give Mrs Horobin the send-off she deserves at our end of term service. I would like to thank Vanessa for giving our school 14 years of her career and for being a wonderful colleague. We will all miss her enormously.

Losing key members of staff always provides challenges and also opportunity. I know some of you have struggled to get through to the school office via telephone since Mrs Horobin retired. Additionally, there have been some errors made on ParentPay. Staff and I have worked hard to find solutions to these issues which will mean the system runs as well if not better than it has done in the past. Below are the changes we intend to make beginning on our return to school on Monday 6th November.

1. ParentPay for clubs

Mr Wraith will take responsibility for the administration of the club registers and charges. As before, Early Birds will be charged at £2 per day. After school clubs on Monday and Friday will continue to be free; Tuesday, Wednesday & Thursday will be charged at £3 per session with wraparound at £5.

It would help us enormously if families with an outstanding debt could clear this as soon as possible ready for the new term.

Please email Mr Wraith at pwraith@mugginton.derbyshire.sch.uk if you have any queries regarding ParentPay. **If you cannot login to your account, please speak to me as soon as possible.**

2. Contacting School

When I am out of the office teaching on Mondays and Wednesdays, the school phone will be kept in the classroom and answered by a member of staff.

To avoid disruption, a separate arrangement has been made for parents to contact us with smaller day-to-day updates. Over half-term, a school mobile phone with Whatsapp will be purchased. The mobile's number will be shared only with current parents and will be stored in the office and checked every 15 minutes. The mobile will be password-protected and will only leave school premises for school trips. If you have a minor issue, such as running late for pickup or require after school club for your child, you will be able to send a message to this number and receive confirmation that your message has been received. This number can also be used to report your child's absence.

Thank you

Mr Green