

Stanhope Barrington C of E
Primary School



Westcroft
Stanhope
Bishop Auckland
Co Durham
DL13 2NU

Head Teacher: Mrs D Cross

School Number 840 3087

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Dear Parent/Carer

21st March 2023

Re: Admin and Office backlog

As you may know, both myself and Mrs Wilson (Secretary) were absent last week and Mrs Wilson is still absent from work at the current time.

I am trying to work my way through the backlog of admin queries and requests as well as catch up on my own workload.

I am very much aware that some aspects of administration are not up to date such as payments due on Parent Pay but please bear with us as we try our very best to sort everything out. Without a school secretary, we only have very limited cover in the school office (Mon, Tues & Wed mornings). At other times, we are trying to ensure that a member of the Senior Leadership Team is based in the office to respond to phone calls and respond to the main entrance. However, this is not always possible and I thank you in advance for your patience and understanding during this challenging time.

If your query is urgent please email me direct on d.cross@stanhopebarrington.org.uk

Many thanks

Yours sincerely

Mrs D Cross

Mrs D Cross
Head Teacher

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