



# Overfields Primary School

Daisy Lane  
Ormesby  
Middlesbrough  
TS7 9JF  
Tel: 01642 314548

Head Teacher: Mrs T Watson

[www.overfieldsprimary.co.uk](http://www.overfieldsprimary.co.uk)

E-mail: [overfieldsadmin@overfieldsprimary.org.uk](mailto:overfieldsadmin@overfieldsprimary.org.uk)

Thursday 17<sup>th</sup> September 2020

Dear Parent,

Please find below some important information regarding communicating with the school this year.

## CLASS EMAILS

We have maintained the class email addresses that we set up during the school closure. These will be used for non-urgent communication between teachers and parents. The use of email communication will reduce the conversations that would normally occur before or after school and allow us to maintain a smooth and safe start and end to the day. These emails will also be used as part of our programme of home learning, should you child be absent for a significant length of time or if the school, or a part of it, needs to close for any reason.

The names of the email addresses have changed to reflect the year the pupils leave school. This will allow them to be used in subsequent years.

Year & Teacher	Previous email address	New email address
Afternoon Nursery Miss Curtis	<a href="mailto:Nursery@overfieldsprimary.org.uk">Nursery@overfieldsprimary.org.uk</a>	<a href="mailto:classof2029@overfieldsprimary.org.uk">classof2029@overfieldsprimary.org.uk</a>
Morning Nursery Miss Curtis	<a href="mailto:Nursery@overfieldsprimary.org.uk">Nursery@overfieldsprimary.org.uk</a>	<a href="mailto:classof2028@overfieldsprimary.org.uk">classof2028@overfieldsprimary.org.uk</a>
Reception Mrs Wilson	<a href="mailto:Reception@overfieldsprimary.org.uk">Reception@overfieldsprimary.org.uk</a>	<a href="mailto:classof2027@overfieldsprimary.org.uk">classof2027@overfieldsprimary.org.uk</a>
Year 1 Miss Theaker	<a href="mailto:Year1@overfieldsprimary.org.uk">Year1@overfieldsprimary.org.uk</a>	<a href="mailto:classof2026@overfieldsprimary.org.uk">classof2026@overfieldsprimary.org.uk</a>
Year 2 Ms Aitchison	<a href="mailto:Year2@overfieldsprimary.org.uk">Year2@overfieldsprimary.org.uk</a>	<a href="mailto:classof2025@overfieldsprimary.org.uk">classof2025@overfieldsprimary.org.uk</a>
Year 3 Mrs Slater	<a href="mailto:Year3@overfieldsprimary.org.uk">Year3@overfieldsprimary.org.uk</a>	<a href="mailto:classof2024@overfieldsprimary.org.uk">classof2024@overfieldsprimary.org.uk</a>
Year 4 Mrs Spicer/Mrs Guilfoyle	<a href="mailto:Year4@overfieldsprimary.org.uk">Year4@overfieldsprimary.org.uk</a>	<a href="mailto:classof2023@overfieldsprimary.org.uk">classof2023@overfieldsprimary.org.uk</a>
Year 5 Miss Bass	<a href="mailto:Year5@overfieldsprimary.org.uk">Year5@overfieldsprimary.org.uk</a>	<a href="mailto:classof2022@overfieldsprimary.org.uk">classof2022@overfieldsprimary.org.uk</a>
Year 6 Miss Whitby	<a href="mailto:Year6@overfieldsprimary.org.uk">Year6@overfieldsprimary.org.uk</a>	<a href="mailto:classof2021@overfieldsprimary.org.uk">classof2021@overfieldsprimary.org.uk</a>

The email addresses of our language unit classes remain unchanged as

Key Stage One Language Unit (Mrs Henman)      [ks1slu@overfieldsprimary.org.uk](mailto:ks1slu@overfieldsprimary.org.uk)

Key Stage Two Language Unit (Ms Gowland)      [ks2slu@overfieldsprimary.org.uk](mailto:ks2slu@overfieldsprimary.org.uk)

**If you have not received an email from your child's new teacher by Monday 21<sup>st</sup> September, please contact the school office who will check and update the email address we have on file for you.**

## OUT OF HOURS EMAIL

We have set up an email address for parents to use if they need to contact a member of the school's management team on an evening or at a weekend. This email address is only to be used to inform the school of the results of a Coronavirus test which may result in us closing the whole, or part of, one of our school's 'bubbles'.

**[outofhours@overfieldsprimary.org.uk](mailto:outofhours@overfieldsprimary.org.uk)**

Please do not use this email address to contact the school about any issue other than a confirmed case of COVID-19.

## OFFICE EMAIL ADDRESS, TELEPHONE & MESSAGING SERVICE

For any routine enquiries about school, please contact the school office via either of the methods below. Office staff can deal with all enquiries about attendance, lunches, uniform, day to day routines and can also, where necessary, contact teaching staff during the school day. Out of office hours, you can leave a voicemail which will be responded to the next working day. Telephone calls to teaching staff or members of the school's leadership team can also be made by appointment.

School office: **[overfieldsadmin@overfieldsprimary.org.uk](mailto:overfieldsadmin@overfieldsprimary.org.uk)**

Telephone: **01642 314548**

## MARVELLOUS ME

The school uses an App called MarvellousMe to improve communication between parents and teachers. It is used to send rewards, reminders and information and can also be used to provide information to all the parents at the same time. MarvellousMe works on Apple and Android smartphones, tablets and desktop computers; each user will need a special code to access the app for the first time. These are available from the school office.

Although these are very difficult times for everyone, we realise the importance of good communication between parents and the school. Please rest assured that we will continue to make the time to discuss any aspect of your child's education with you to help them enjoy and succeed at school.

Thank you for your continued support.



MRS T WATSON  
HEAD TEACHER

