



6<sup>th</sup> October 2023

Dear Parents / Carers,

We are writing to you about contacting the School about routine issues, such as trip payments, Pupil Premium, child absence from School, etc.

It would greatly support the smooth running of the School if families would kindly use the following email addresses. These have been in place a while, but have not been publicised consistently:

[attendance@buckinghamschool.org](mailto:attendance@buckinghamschool.org)

Please use this email address to inform the School of absence, medical appointments, etc.

[finance@buckinghamschool.org](mailto:finance@buckinghamschool.org)

Please use this address for trip payment queries, school meal account queries, Pupil Premium and Free School Meal queries and other things of a financial nature.

There are two types of enquiries about Chromebooks. Enquiries about their use for educational purposes can generally be addressed by your child's teacher(s), during the course of lessons in which they are being used.

Teaching staff, including Computer Science staff, do not have responsibility or capacity to deal with technical issues, such as licencing or network access. We have created a new email contact for these queries, which will be supported by our IT team: [chromebook@buckinghamschool.org](mailto:chromebook@buckinghamschool.org).

The Office email ([office@buckinghamschool.org](mailto:office@buckinghamschool.org)) will always be forwarded to a named member of staff but, if possible, please contact specific staff directly.

Please refer general concerns to their Form Tutor or Head of Year in the first instance.

These are listed at <https://www.buckinghamschool.org/stafflisting>.

- For subject specific enquiries please contact your child's subject teacher
- For enquiries and concerns about SEND, please use [senadmin@buckinghamschool.org](mailto:senadmin@buckinghamschool.org)
- For enquiries about public examinations, please contact [exams@buckinghamschool.org](mailto:exams@buckinghamschool.org)
- For enquiries about accessing "Squad in Touch" for PE fixture communications, please contact [jhedges@buckinghamschool.org](mailto:jhedges@buckinghamschool.org)

All staff email addresses are formed from their first initial and their surname:

For example, John Smith is contacted via [jsmith@buckinghamschool.org](mailto:jsmith@buckinghamschool.org)

The only exception to this is the Headteacher, who is contacted via his PA, [aallen@buckinghamschool.org](mailto:aallen@buckinghamschool.org).

This information above will also be shared on the school website. Please see <https://www.buckinghamschool.org/contactus>.

Yours faithfully,

**The Buckingham School**

---

*The Buckingham School is concerned that every student should have the opportunity to attend school activities/obtain equipment, regardless of their financial circumstances. As such, it may be possible to subsidise those students who would otherwise be unable to attend trips/purchase items. Please feel free to write in confidence to [finance@buckinghamschool.org](mailto:finance@buckinghamschool.org), if you wish to seek assistance, or obtain more information about Pupil Premium funding.*