

Our Ref: SA: Admin/Letters/SLT/HAR/WIL

Date: 17th November 2023



EST **RUSKIN** 1909
Community High School
Learning Together. Achieving High Standards

Dear Parent/Carer

As you are aware, the messaging feature on Class Charts is no longer available for Parents/Carers and students to message members of staff. This will continue to be the case and I would like to highlight how you can contact your child's teachers, should you need to do so.

If you would like to email your child's teacher, please email parent-carer@ruskin.cheshire.sch.uk This will then be forwarded to your child's teacher and they will respond either by email or with a phone call at their earliest convenience.

You are also able to call the school on 01270 560514. The office staff will then take your call and pass the message onto the requested member of staff. The member of staff will then call you back at their earliest convenience. The school office is open from 8am to 4pm. There is the ability to leave a voicemail should you need to and these will be checked in the morning.

Your child will also have a student planner and you can write notes to staff in there.

Please do remember that staff will use the 'Announcements' feature on Class Charts to send out any key messages. Please do still check Class Charts regularly for these and to also check your child's homework, attendance and behaviour points.

We always welcome communication from Parents/Carers and encourage you to contact us should you have any queries or concerns.

Thank you for your continued support.

Yours sincerely

Mrs C Harrison
Deputy Headteacher

Ruskin Community High School

Ruskin Road, Crewe, Cheshire, CW2 7JT

Headteacher: Mr D Postlethwaite BSC (Hons). MA. NPQH.

T: 01270 560514 - **F:** 01270 650248

E: enquiries@ruskin.cheshire.sch.uk

www.ruskinhighschool.co.uk

