

PMD/kl

Thursday 10th September 2020

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Dear Parent/ Carer,

As the new Year 7 students have now completed their first week at Farlingaye I thought it would be a good point to email all parents to introduce myself formally, particularly as we haven't been able to have the usual New Intake Parents Evening. I will be your child's Head of Year for the next 5 years and I am really looking forward to seeing them grow and develop into the young adults they will be by the end of Year 11. I am supported by two Assistant Year Coordinators, Miss Mardle and Miss Messer, as well as the Year 7 tutors. I have been really impressed with the way that the students have settled in over the past week, particularly as some of them have been out of school for a considerable amount of time and we weren't able to do the usual transition activities. A number of teachers have stopped me to say how lovely the students have been to teach and personally the classes that I have taught have been really enthusiastic, hard working and full of smiles.

There may be times when you will need to talk to someone at school about your child. For general day-to-day issues then the best person to contact would be your child's form tutor. For everything else then please feel free to contact either myself, or Miss Mardle or Miss Messer. As I am often teaching or in meetings, the best way to contact me would be by email and my email address is [pmacdonald@farlingaye.suffolk.sch.uk](mailto:pmacdonald@farlingaye.suffolk.sch.uk). I will always try and reply to emails within 24 hours but if you don't hear back from me after a few days, then please email again as I do receive a lot of emails and I may have missed one. If you need to actually speak to one of the team, or if there is something more urgent, then please call the school and they can put you through to my office. If no one is in the office then you will be able to leave a message and we can then call you back. Please note that we are also going to close the Year 7 Helpdesk that you may have emailed over the summer.

Due to the ongoing pandemic, the students have not yet been able to have the full Farlingaye experience and I know that some of them have been disappointed that they have not been able to get as involved as they want to. I hope that it won't be too long before we can return to normal and all the wonderful opportunities that Farlingaye offers will be available to them.

I look forward to working with you over the next 5 years to ensure that the students have a really positive experience and go on to achieve their potential.

Kind Regards,

**Mr Paul Macdonald,  
Year 7 Learning Coordinator**