

**Salisbury Primary School**

**Salisbury Street**

**Darlaston,**

**Walsall**

**WS10 8BQ**

**Headteacher: Mrs D. Steen**

**Deputy Head: Mr S. Forsyth**

**Telephone: 0121 6674066**

**E-mail: [postbox@salisbury.walsall.sch.uk](mailto:postbox@salisbury.walsall.sch.uk)**

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*Tuesday 21st January 2020*

*Dear Parents/Carers,*

*I'd like to inform you that Mrs Begum, our school and community enrichment co-ordinator, is not available until at least April as she isn't well at the moment.*

*I shall be taking over the role with the help of SLT and Mr Berry (who is our new learning mentor replacing Miss Evans).*

*If you need help of any kind or have any safeguarding concerns please contact me. These might include:*

- *Form filling (for anything, i.e. passports, citizenship forms, admissions, immigration, asylum seekers, school admissions, transitions between year groups, etc...).*
- *Signposting (i.e. food vouchers, housing, Walsall support services, job centres, health, community links, benefits, etc...).*
- *Family enquiries/support (i.e. early help, problems in the home/community, police, social workers, child health/mental health/well being, family courses).*
- *Attendance, lates and time off request forms.*
- *Admissions.*
- *Safeguarding lead.*
- *Uniforms.*
- *Exclusions/behaviour/child development issues.*

*Please contact me if there is anything else you may wish to ask.*

*As you know, if I can, I will be on the gates in the mornings and you can contact me in person via the school office, telephone - 0121 6674066 or email - [postbox@salisbury.walsall.sch.uk](mailto:postbox@salisbury.walsall.sch.uk)*

*Many of you know that my door is always open, I will always meet with you when asked to and I will do my best to serve your children, you and our wonderful community to the best of my ability.*

*Kindest regards,*

*Mrs D Steen  
Head teacher.*