



Scalegate Road, Carlisle, Cumbria CA2 4NL
Headteacher: Mr J D McAuley BA (Hons) MEd

Tel: 01228 404942
Email: office@newman.cumbria.sch.uk
Website: www.newman.cumbria.sch.uk

28 March 2025

Dear Parent/Carer

PARENT/CARER APPOINTMENTS

In order to ensure that we can dedicate the appropriate time and attention to all matters, we kindly ask that any visits to school to speak with a member of staff be arranged in advance. I understand that at times it may be tempting to visit the school or call in to speak with a member of staff. But to ensure the smooth running of the school day and to avoid any disruption to teaching or staff commitments, **we are unable to see parents/carers without a prior appointment.**

If you wish to meet with a member of staff, please contact the main office on the above telephone number to arrange an appointment. The office team will coordinate with the relevant staff member to find a suitable time for the meeting.

We appreciate your understanding and cooperation in this matter, as it helps us maintain a productive and focused environment for all our pupils and staff.

Thank you for your continued support.

Your sincerely

Mrs K Mooney

Mrs K Mooney
Senior Assistant Headteacher