

**Autumn term 2024**

Dear Parents/Carers

We have updated our main school email address to [dothill@taw.org.uk](mailto:dothill@taw.org.uk) ; this will replace the [a3368@telford.gov.uk](mailto:a3368@telford.gov.uk) and [a3368@taw.org.uk](mailto:a3368@taw.org.uk) email addresses and we hope you find this easier to remember. Don't worry, if you do send an email to the old a3368 accounts, there is a forward on the system so we will still receive your message. The email accounts for the year group phase leaders are also still in use if you want to contact the teachers directly; you can find those details here: [Who to contact | Dothill Primary School](#).

**As a reminder, if you are reporting an absence, please continue to ring the school (01952 386870) rather than email;** if the phone is busy or you call out of the normal school hours, you can leave a message on the school answerphone and this will be picked up by the admin team when they start work.

**If you have an urgent, time dependant message to give to school, then please call the office - please do not use email.** If there is no answer when you phone then please leave a message as the answer machine is regularly monitored throughout the day.

**For general messages including end of day collection changes, please inform the class TA of this when you drop your child off.** If you need to make an urgent change to an end of day collection, please telephone the office before 2:45pm; we cannot guarantee messages received after this time will reach the teacher/HLTA, but we will try our best.

Thank you for your support and understanding.

Kind regards,  
Admin Department