



14th October 2025

Our ref: RDR/hsa

Dear Parents and Carers,

We hope this message finds you well. We are writing to inform you of a change in the way communication will be managed for parents. To streamline and improve our response process, all queries and communications related to your daughter should now be directed to the dedicated email address:

- Year 7: [Year7parents@stbernards.southend.sch.uk](mailto:Year7parents@stbernards.southend.sch.uk)
- Year 8: [Year8parents@stbernards.southend.sch.uk](mailto:Year8parents@stbernards.southend.sch.uk)
- Year 9: [Year9parents@stbernards.southend.sch.uk](mailto:Year9parents@stbernards.southend.sch.uk)
- Year 10: [Year10parents@stbernards.southend.sch.uk](mailto:Year10parents@stbernards.southend.sch.uk)
- Year 11: [Year11parents@stbernards.southend.sch.uk](mailto:Year11parents@stbernards.southend.sch.uk)

Please note the following important details about this new communication channel:

- The inbox will be monitored during school hours from **8:00 am to 4:00 pm, Monday to Friday, term time only.**
- Staff will aim to respond to all emails within **five working days.**
- Responses may be provided via email or through a telephone call, depending on the nature of the enquiry.

We kindly ask that you use this email address for all matters moving forward to ensure your queries are addressed efficiently. The exception to this is for any safeguarding concerns please contact Mrs Drisdale at [safeguarding@stbernards.southend.sch.uk](mailto:safeguarding@stbernards.southend.sch.uk)

Thank you for your understanding and cooperation. If you have any immediate concerns, please do not hesitate to reach out via the new email address.

Kind regards,

Mrs R Drisdale  
Assistant Headteacher and DSL  
St Bernard's School