

How can I contact the school?

General Enquiries

The school office can get very busy, particularly at the beginning and end of each day. Please only come to the school office if you have an urgent message to share or important enquiry to make. You can also telephone the school office on **01255 870241**.

No monies will be taken through the school office. We ask that all payments are made via **School Money**.

For non-urgent enquiries, you can email the school office (admin@bradfield.essex.sch.uk) or class teachers (initial/surname@bradfield.essex.sch.uk)

Absences

- If your child has a medical or dental appointment to attend, please inform the school office so that it can be noted in the diary. Ideally, this should be done in advance of the date. We ask that you speak to a member of office staff and provide written evidence of the appointment.
- Reporting your child's absence must be done via the **school absence telephone line – 01255 870241**. Messages can be left on the answer phone at anytime of day and will be picked up by a member of staff .
- If you need to inform the school that your child is being picked up by someone else, or you have an emergency issue (running late etc.)- please ring the school office. If your call is not able to be answered, please leave a message on the answer phone.

Please only use email communication to office staff and teachers if your query is non-urgent and not absence related.

Emails cannot always be monitored during the day.

Application For Leave Of Absence During Term Time

If you need to take your child out of school for an exceptional reason (unrelated to sickness/medical appointments etc.), an application form for a 'leave of absence during term time' will need to be completed. This form is located under the attendance tab on the school website. Alternatively, you can request a copy of the form from the school office. Please note holidays are not considered to be an exceptional circumstance and will not be authorised.

Breakfast and After-School Club

Please ring or email the school office (admin@bradfield.essex.sch.uk) to book a place.

Session times – Breakfast Club- 8.00- 8.40 am After School Club – 3.00-4.00pm