



Primrose Hill
Stanningley
Pudsey
Leeds
LS28 6AB

CEO Owlcotes MAT: Mrs L West

Headteacher: Mrs K Dickson

Email: office@pudseyprimrose.owlcotesmat.org

9th December 2025

Dear Parent/Carers

Re: Email communication to school staff.

In order to ensure there is a clear communication system in place for parents and school staff all emails to school staff must now be sent to the office email address (office@primrosehill.owlcotesmat.org).

If your email is intended for a class teacher or another member of staff, please ensure the **subject box** is clearly marked **FAO (staff members' name)**.

This inbox will be monitored during working hours and parents will receive a response, if applicable, once the email has been read and passed to the relevant staff member.

For **nursery** enquiries regarding places in our nursery, nursery attendance patterns and before and after nursery care bookings, please continue to use the nursery email address:
nurseryinfo@primrosehill.owlcotesmat.org

Yours sincerely

Kathryn Dickson
Headteacher