

Viking Academy Trust

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Chilton Primary School
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Dear Viking Families,

Re. Emergency 'Out of Hours' Contact Form

At Viking we appreciate that, despite best efforts, not everything fits within the window of a school day and emergency situations may leave you urgently wanting to contact the school. Office and Head of School emails are shared on school websites – but, as you may have seen – staff are under no obligation to read or respond to work emails outside of the 'working day'.

The message on all Viking email accounts reads as follows... **The Viking Academy Trust respects the wellbeing of its staff. There is no expectation that emails are responded to before 8am or after 5pm Monday to Friday, at the weekend or during school holidays.**

We have therefore created an '**Emergency Out of Hours**' contact form for parents or carers to use if they feel they urgently need to share information / get in touch prior to the start of the next working day. To access this form, please click the 'Contact Us' tab on the school website and the emergency out of hours link can be accessed.

See the example below taken from Upton's website:



We do hope this will help you in times of need.

Yours sincerely,

Michaela Lewis
Executive Headteacher

'One Childhood, One Chance'



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