

# Edward Peake C of E (VC) Middle School

Headteacher: Miss Z J Linington  
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17 January 2022

Dear Parent/Carer

I write to inform you of our revised office hours.

From **Monday 21 February 2022**, these will be:

**Monday-Friday 8.30am - 3.30pm.**

During office hours, there will be a member of staff answering the telephone and responding to enquiries. Outside of our opening hours, there will be no access to the school building and all enquiries must be via email at [info@edwardpeake.beds.sch.uk](mailto:info@edwardpeake.beds.sch.uk) or our telephone answering service. These messages will be picked up the following day if received after 3.30pm.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Z Linington', written in a cursive style.

Miss Z J Linington  
Headteacher

