

Good afternoon,

We understand life is busy, but at times we have important information that we need to share and the easiest way to do this is by email.

Please can you ensure you take the time to **fully** read the information we share with you via email.

So much time is spent responding to queries that have already been answered in previous emails. Not only is this frustrating, but it increases our running costs, if this continues the cost will need to be passed on.

We understand at times you read the email but forget what was said or even forget to go back to it. To help we will be adding a copy of all emails sent to our website each term. Please click [here](#).

We appreciate your support with this and can't wait to see you all again!

Kind regards,

Paige

Paige James
Business Manager
Mon-Fri 9am-5pm

P.S. We are a small team and we receive a high volume of queries at the end of each term. We are working through the oldest messages first and new messages will by default go to the back of the queue, as such please avoid sending multiple messages. Thanks for your patience during this really busy time, and we're sorry for any inconvenience caused.

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If you no longer wish to hear from us reply with "UNSUBSCRIBE" in the subject line.