



# Monks Orchard Primary School

Headteacher: Guy Fairbairn

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Dear Parents/Carers

I would like to introduce myself. My name is Devinia Beckford and I am the school's new Family Liaison Officer (FLO). I work on a Wednesday and Thursday.

Monks Orchard offers an excellent open door policy, and communication is very good between staff and parents/carers.

However, there are times when you may have a query or a problem that you don't want to worry the class teacher with and that is when I can step in.

I am an alternative contact person who you can approach confidentially if you have any problems, issues or worries about your child/children.

Sometimes, just a chat can help and often talking can resolve those minor problems before they become a big issue.

If I am unable to answer or help with any concerns you have, I will do my best to put you in touch with someone who can help. An integral part of the FLO's role is to link families with outside agencies if needs be and work in partnership with them.

#### Where and when to contact me:

- In person in the playground on a Wednesday and Thursday before and after school for an informal chat.
- Email me at [DBeckford@teamewo.com](mailto:DBeckford@teamewo.com)
- Telephone: 07568 447936 If am not available to speak to you, please leave a message and I will return your call on my next working day

Yours sincerely

Miss D Beckord  
Family Liaison Officer

