

From: The John Warner School
To: [Jennie Rich](#)
Subject: Information Only - School Telephone System
Date: 23 May 2018 14:09:41

School Telephone System

Dear Parent/Carer(s)

I am writing to inform you that we have updated our school telephone system today.

When you telephone through to the school you will have the following options:

- 1 - Report your child absence (students in Years 7 to 11)
- 2 - Finance Department
- 3 - Pastoral Office (for Head of School etc)
- 4 - Sixth Form (including reporting a sixth former absent)
- 5 - Exams
- 6 - Admissions
- 7 - Student Services (lost property, medical etc)
- 8 - Main Office

If the department is unable to answer your call then you will have the option to leave a message on their answerphone or you can dial zero to return to the main switchboard.

Regards

Jennie Rich
Office Manager