



OXTED SCHOOL

Bluehouse Lane, Oxted
Surrey RH8 0AB
☎ 01883 712425
✉ frontdesk@oxted.thpt.org.uk
🌐 www.oxtedschool.org
📱 @oxtedschool

12 September 2025

Dear Parents and Carers

As part of improving our communication process, we are trialling the use of a centralised inbox for all parent queries over the next five weeks. During this time, we kindly ask that you do not contact teachers directly. Instead, please use the *Contact Us* page on our school website, which will guide you to the central inbox.

Using a central inbox helps ensure that messages are not missed, can be tracked more efficiently, and are directed to the right person more quickly. It also allows teachers to dedicate their time and energy to teaching and supporting students, while ensuring your questions and concerns are addressed in a timely and consistent way.

How to contact us:

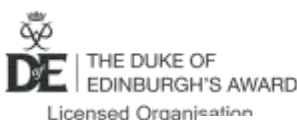
1. Visit our school website – www.oxtedschool.org
2. Click on the + beside *Contact Us*
3. Click on the *Contact Us* page
4. Complete the online form with your query
5. Your message will then be directed to the most appropriate department / member of staff.
6. We will endeavour to respond to your query within 48 hours (not including weekends, Bank Holidays or holiday periods)

In addition, we will be writing to you in the coming weeks to share an overview of further communication improvements. At that time, we will also provide you with our Oxted Communication Charter, which sets out clear expectations to help ensure effective, respectful, and consistent communication between home and school.

We will monitor this trial carefully over the next five weeks and provide an update once it has been reviewed. We thank you for your cooperation and support as we work to strengthen our communication with families.

Yours sincerely

Mr M M J Devenney
Principal



Principal Mr M M J Devenney, BA (Hons), MA, NPQH, NPQEL

The Howard Partnership Trust, Registered Office: Lower Road, Effingham, Surrey KT24 5JR.
Registered in England and Wales. Company Number: 07597068. An exempt charitable trust.