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Website: <https://bowmansgreen.herts.sch.uk/>

Email: admin@bowmansgreen.herts.sch.uk

Headteacher: Mrs L Fleming

'Every day, every family matters'

Friday 11th September 2026

Dear Parents and Carers,

We would like to inform you of some changes to the operation of our school office.

In order to help us manage the school office more effectively and ensure that we can continue to provide a high-quality service to pupils, parents and visitors, our office opening hours will be changing to 8:00 am to 10:00 am and 2:00 pm to 4:00 pm.

Outside of these hours, parents and carers can contact the school by emailing admin@bowmansgreen.herts.sch.uk or by visiting our website, where you will find the latest news, information, letters and key dates. If you need to contact the school office by telephone outside of opening hours, please select Option 3 to leave a voicemail message. A member of the office team will respond to your enquiry.

To support these changes and ensure enquiries are directed efficiently, we have also introduced a new telephone menu system. When calling the school, you will be able to select from the following options:

- **Option 1:** Report a pupil absence.
- **Option 2:** For professionals who need to speak to a member of staff.
- **Option 3:** Speak to the school office or leave a voicemail message outside office opening hours.
- **Option 4:** Speak to the School Business Manager.
- **Option 5:** Speak to the site team.

These changes will allow the office team to dedicate uninterrupted time to essential administrative tasks, support pupils and staff more effectively, and respond to enquiries in a timely and efficient manner.

We appreciate your understanding and support as we implement this new approach and thank you for your continued cooperation.

Kindest regards,

Bowmansgreen Office Team