

St. Francis' Catholic Primary School

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Headteacher: Mrs Maria Wheeler

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Dear Parents

LEAFLETS PROMOTING BUSINESSES

Please be aware that we do occasionally get asked to send out marketing leaflets on behalf of companies. Any leaflets sent out are for information only and the school does not endorse or recommend any of the companies.

Unfortunately, when we sent out the Exemplar Education envelopes yesterday we did not notice that the envelope was addressed as it was and that it looked like it was message from 'the Headteacher'. This was misleading of the company and may have given the impression that I was promoting the company. Just to clarify – this is not the case. **We are not endorsing or recommending their services, or suggesting you subscribe to the company.** You do not need to return the reply slip.

I also wish to clarify that whilst we do some simple, basic checks on companies before sending leaflets out, we do not carry out detailed checks around the reliability and reputation of the company. Therefore, please do take the steps that you require to satisfy yourselves before entering into any arrangements with external companies

I am sorry for any confusion or inconvenience that this has caused. Please remember that if you have a concern, please contact the school directly via the office.

Yours sincerely,

Mrs Wheeler
Headteacher



Diocese of Arundel & Brighton

