

St Mark's C.E. Primary School

Queens Road
Farnborough
Hampshire
GU14 6DU

St Mark's C.E. Primary School



Living & Learning Together

Executive Headteacher: Mrs Clare Wright

Tel: (01252)544155
Email: adminoffice@st-marks.hants.sch.uk
Website: www.stmarkscofe.co.uk

15th December 2026

Dear Parents/Carers,

As of January 2026, and with changes in the light of Mrs Watson's retirement, the School Office will be staffed from 9am until 4pm Monday to Friday. In addition, a member of school staff will continue to be available on the High Street playground to greet all children and parents from 8.40am daily.

Please continue to follow these procedures in order to ensure we can maximise the efficiency of the front office:

- To report absence use Studybugs: [Studybugs](#)
- Look on the school website: [St Marks CE Primary School](#) to see other information including all letters and Newsletters which have been sent out.
- Encourage your child to take any messages to their teacher (e.g. If they have mislaid their cardigan or need their reading books changed) as we are trying to develop their independence and resilience.
- Email the office on adminoffice@st-marks.hants.sch.uk if you need to get a message to your child's class teacher, which your child cannot deliver themselves.
- Call the office on 01252 544 155 in urgent cases- please be aware that any voice messages will not be picked up until 9am

Please be patient with us as we adapt to a new way of staffing the School Office.

Best regards,

Rachel Jones
Deputy Headteacher and DSL
St Mark's Church of England Primary School
Farnborough

