



# Ghyll Royd School and Pre-School

A foundation for life

Greystone Manor, Ilkley Road,  
Burley-in-Wharfedale, Ilkley,  
West Yorkshire, LS29 7HW  
t 01943 865575  
e [information@ghyllroydschool.co.uk](mailto:information@ghyllroydschool.co.uk)  
[www.ghyllroydschool.co.uk](http://www.ghyllroydschool.co.uk)  
Registered Charity No: 1070235  
Company Reg. No: 03583140

## Point of contact / Communications

Dear Parent,

As we have had some staffing changes over the last 12 months, I would like to share with you the relevant contact details to help with any queries you may have.

General enquiries and meeting requests can be booked through the school office on 01943 865575 or by emailing [information@ghyllroydschool.co.uk](mailto:information@ghyllroydschool.co.uk).

Nursery enquiries can be sent to [jenny.johnson@ghyllroydschool.co.uk](mailto:jenny.johnson@ghyllroydschool.co.uk) (Nursery Manager).

Finance queries can be directed to [bev.kitching@ghyllroydschool.co.uk](mailto:bev.kitching@ghyllroydschool.co.uk) (Finance Manager). Bev's working days are Tuesdays and Wednesdays.

If you would like to send photos or information for the school newsletter, you can email [rebecca.wilson@ghyllroydschool.co.uk](mailto:rebecca.wilson@ghyllroydschool.co.uk) or WhatsApp to the marketing mobile on 07442 251075.

The school newsletter will be sent out every Monday detailing upcoming events and notices. Please contact Rebecca if you are not receiving these. We have also recently relaunched our school app which will give you up to date information at your fingertips. Please see the next page for additional information on how to set up the app on your device.

To volunteer at an event or if you need to contact the PTA, please email Anna Bedford Collins (PTA Chair) via [ghyllroydpta@gmail.com](mailto:ghyllroydpta@gmail.com).

If you are calling the school outside of the hours of 8.15am-4.15pm, you can call our wrap around care mobile number on 07873 333347.

Queries directly relating to your child's class can be sent to your child's teacher's email address which will be provided to you at our parent information meeting. We hold termly form rep meetings where parent representatives from each class can share queries and suggestions with a member of school staff. The staff member will answer questions or raise them with the relevant member of staff after the meetings.

Please see the next page to see how to set up the school app on your device.

Kind Regards

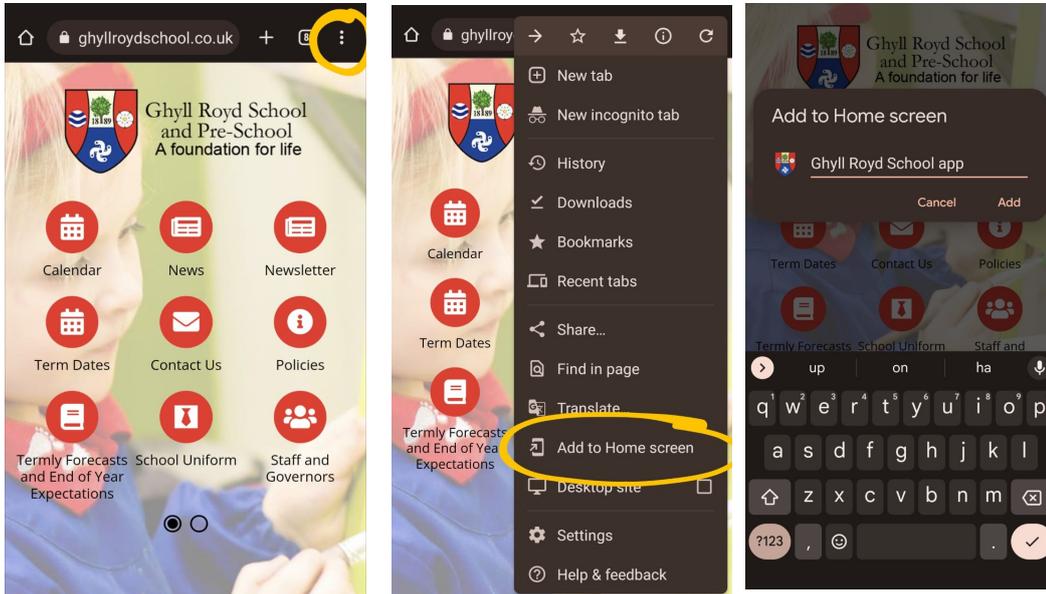
Mr David Martin BA, MA, PGCE  
Head Teacher

## Ghyll Royd app installation

The app installations for both Apple and Android are very similar.

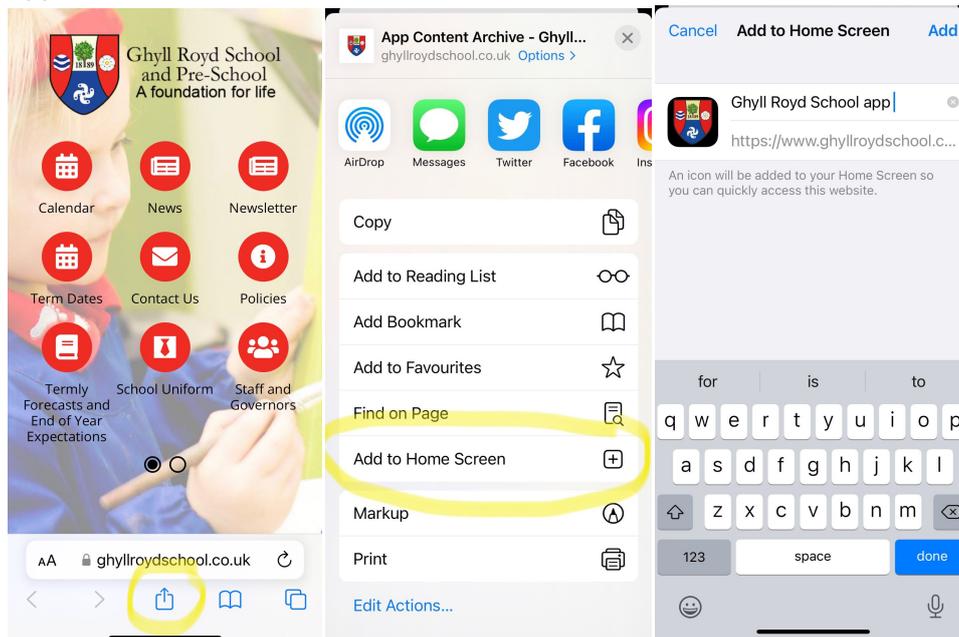
On your smartphone or tablet's web browser, please visit <https://www.ghyllroydschool.co.uk/app/>

Android:



Select the top three dots in the right-hand corner, tap 'Add to Home screen' and then rename the app 'Ghyll Royd School' and click Add.

Apple:



Select the middle bottom icon, tap 'Add to Home screen' and then rename the app 'Ghyll Royd School' and click Add.

This should now appear on your phone's home screen.

