



Ballyclare Secondary School

Doagh Road
Ballyclare
Co Antrim
BT39 9BG

info@ballyclaresec.ballyclare.ni.sch.uk

Tel: 028 9332 2610

Principal: Mrs K O Bell BA Adv Cert Ed PQH

28th April 2023

Dear Parent/Carer

The Department of Education, employing authorities, sectoral support bodies and teacher unions have written to schools stating that: It is recognised that school-based staff are working within a demanding environment. In order to assist with workload demands, schools will notify parents of the normal operating hours of the school and when and how parents may contact staff within the school. School staff are not expected or required to contact, or respond to contact from, parents or anyone else outside of the normal operating hours of the school day unless there is a critical incident. Accordingly, please see below the normal operating hours of Ballyclare Secondary School:

Monday 8.30am to 4.30pm

Tuesday 8.30am to 4.30pm

Wednesday 8.30am to 4.30pm

Thursday 8.30am to 4.30pm

Friday 8.30am to 4.30pm

Should you need to contact the school please email info@ballyclaresec.ballyclare.ni.sch.uk or telephone 028 93322610. It is important that you understand and respect that our staff members are teaching for a large proportion of the school day as well as having to deal with pastoral and curriculum matters as they arise. Therefore, staff members will endeavour to return your call/email within 48 hours.

Should you need to speak to your child's teacher you should also use the contact details as stated above.

Yours faithfully

Mrs W Shingleton
Acting Principal