



PEMBROKE
A PRIORY ACADEMY

16 October 2024

Dear Parents and Carers,

Subject: Important Update: Change in Contact Email Address for Priory Pembroke Academy

We are writing to inform you that the Pembroke@prioryacademies.co.uk email address is no longer in use. To ensure that we continue to receive and respond to your communications efficiently, please direct all future correspondence to the email address: pembrokeenquiries@prioryacademies.co.uk

For any student related absences, including illness, medical appointments or any other circumstances, please email PembrokeAdmin@prioryacademies.co.uk

We kindly request that you update your records and use the Pembroke enquiries email address for all inquiries, requests, and communication going forward. This change is part of our ongoing efforts to streamline our communication processes and better serve our school community.

If you have any questions or need further assistance during this transition, please do not hesitate to contact us at the new email address.

Yours faithfully

Mrs S Warnock
Assistant Headteacher

Headteacher: Mrs H Spoors

The Priory Pembroke Academy, Croft Lane, Cherry Willingham, Lincoln LN3 4JP

Tel: 01522 751040 **Email:** generalenquiries@priorypembroke.co.uk **www.priorypembroke.co.uk**

The Priory Pembroke Academy is part of The Priory Federation of Academies Trust. For further information please contact:

The Priory Federation of Academies Trust, Cross O'Cliff Hill, Lincoln LN5 8PW **Telephone:** 01522 889977

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