



Mr J S Underhill & Mrs J M Underhill
Housemaster & Housemistress
St Oswald's House
Email: st.oswalds@ellesmere.com

1st March 2017

Dear Parents,

Just a quick letter to inform you that our House mobile number has changed to **07391 251695**

Due to the somewhat unreliable telephone signal at the College, email on: **st.oswalds@ellesmere.com** is often the simplest way to contact us during the working day and if we are on duty during evenings and weekends.

Should you wish to speak to us or leave a voicemail please see the reminder of our system for the House contact below :

- **Main House office: 01691 626539** (direct dial) - this is the number to call from 8:30am until 5:30pm. It is our main House office and, unless we are teaching, we will either pick up or you can access the voice mail.
- **Duty Office extension: 01691 622321 - ext 269** - during term time, there is always someone on duty from 5:30pm and in the House after 6:30pm and either an Assistant Housemistress or one of us will be answering calls until 10.30pm.
- **Housemother (Julie Southward): 01691 622321 - ext 269** - it is also possible to contact our Housemother during the day between 8am and 2:30pm or to leave a message. Voice-mail will operate after 8 rings if we are unavailable to answer the telephone.

Please do keep in touch.

Kind regards,

James Martin Jenna Underhill

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