

Northwick Park Primary and Nursery Academy

Company No. 9154404

Third Avenue, Canvey Island, Essex. SS8 9SU
Telephone: (01268) 684554

admin@northwickpark.essex.sch.uk

Headteacher: Emma Lane

September 2020

Dear Parents/Carers,

Communications

During the recent events, many of us have learned new ways of communicating with each other – I have even managed to learn how to use ‘Teams’ and ‘Zoom’! As social distancing will continue as we re-open the school more fully in September, these altered ways of communicating will need to continue for some time.

We have set up the following year group email addresses:

Busy Bears	BThompson@northwickpark.essex.sch.uk
Nursery	Nursery@northwickpark.essex.sch.uk
Reception	Reception@northwickpark.essex.sch.uk
Year 1	Year1@northwickpark.essex.sch.uk
Year 2	Year2@northwickpark.essex.sch.uk
Year 3	Year3@northwickpark.essex.sch.uk
Year 4	Year4@northwickpark.essex.sch.uk
Year 5	Year5@northwickpark.essex.sch.uk
Year 6	Year6@northwickpark.essex.sch.uk

Please use these to email class teachers and to send any messages that are not urgent.

Our office is open between the hours of 8am and 4pm and the school phone number is 01268 684554. Please telephone us with any queries, rather than coming into the office in person, unless it is an emergency.

We should like to take this opportunity to thank the parents and staff who have contributed to the running of the existing parents’ school Facebook page over the years. Mrs Keys, Mrs Roddy and Mrs Collier, especially, have worked tirelessly on this and we are very grateful for all they have done. Recently Mrs Keys has even responded to messages whilst on holiday and late into the night. We realise many parents regularly use Facebook now, so the time is right to take the school Facebook page ‘in house’.

When launched in early September, we shall be using our new page to share important information about upcoming school events and other news. As we seek to streamline our communications and bear in mind the workload of our staff, please be aware that there will be no facility to comment on school Facebook announcements. I have also directed staff not to answer school-related direct messages sent to their personal Facebook accounts. Mrs Keys received more than 10 messages on Bank Holiday Monday and I ask parents to be sensitive to the fact that teachers need time off too. Please ensure in future that enquiries are made via email or telephone the office with urgent business.

You can find the new school Facebook account by searching: Northwick Park Primary Academy Information group.

Our school website is www.northwickpark.essex.sch.uk

You will still receive emails through Scopy and text messages where these are appropriate. **PLEASE ENSURE THE SCHOOL HAS YOUR CURRENT EMAIL ADDRESSES AND TELEPHONE NUMBERS SO YOU DO NOT MISS VITAL INFORMATION.**

Please be aware that teachers are busy supporting the children and we have to find new ways of working in September that will be time-consuming. I have instructed teachers to respond to emails only within usual school working hours at times when they are not teaching or busy with other tasks. For this reason, please understand that replies to your emails may not be immediate.

The current Facebook page will continue in its original form of parents providing information for each other but there will be no school staff involved or answering queries.

We thank you for your continued support and hope you find these communication channels to be helpful. In future, we hope to be able to welcome you back onto the premises to communicate with you the usual ways. While we continue to work hard to keep pupils, parents and staff safe we believe this is an effective way of working in the meantime.

Yours sincerely

Mrs E Lane
Headteacher