

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

October 2020

Dear Parents/Carers

After half term the school will continue to finish after lunch on Friday for all children except Nursery children. This is to enable teachers to have their statutory planning, preparation and assessment time without mixing staff across the year group bubbles. The weekly teaching time remains the same as the lunch hour has been reduced and we will not be holding large group events such as assembly and singing for large groups of children. If you are unable to collect your child(ren) after lunch on Friday, they may remain in school and will be looked after by Learning Support Assistants until their usual finishing time. Busy Bears will be available after their usual finishing time until 6 o'clock as usual.

FOR ORGANIZATIONAL AND SAFEGUARDING REASONS, EXCEPT IN EXCEPTIONAL CIRCUMSTANCES, WE ARE UNABLE TO ACCOMMODATE CHANGES ON A WEEKLY BASIS AND WE ARE THEREFORE ASKING YOU TO INFORM US IF YOUR CHILD WILL BE STAYING IN SCHOOL ON FRIDAY AFTERNOONS FOR THE SECOND HALF OF THE TERM (7 WEEKS).

If you wish your child to stay in school on Friday afternoons during November/December, please email their name and class to their year group email. We can only accept children if they have been booked in through their relevant year group email. If you have more than one child in school, you will need to email their name to their **individual year group emails**. We cannot take bookings through the office or to any other email. We must receive names by 6 O'CLOCK ON WEDNESDAY 4th NOVEMBER.

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

The times and collection points will remain the same as now.

Yours sincerely

Mrs E Lane
Headteacher