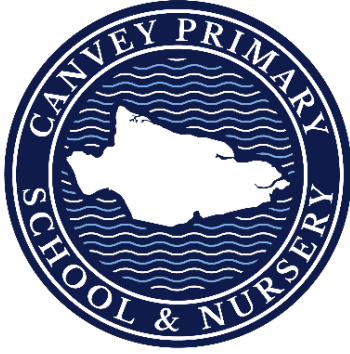




**Canvey Primary School & Nursery,
Long Road,
Canvey Island,
Essex SS8 0JG**

Telephone: 01268 682288

*Headteacher: Mrs S Townsley B.Sc. (Hons) NPQH
Deputy Headteacher: Mr A Fernon B.Ed. (Hons) NPQSL
Deputy Headteacher: Miss H Maynard BA. (Hons) NPQSL NASENco*

Dear Parents,

As we approach the start of the new academic year, we would like to share important information regarding the opening of our newly amalgamated primary school in September.

Firstly, we would like to thank you for your continued support throughout this exciting transition. Our priority has been to make the amalgamation process as smooth as possible for pupils and families, and we have worked hard to retain many of the routines and practices that are already familiar to our children.

School Day Timings

From September, the school day will operate as follows:

Reception to Year 6

- School starts: 8.45am
- School finishes: 3.15pm

Nursery

- Morning session: 8.45am – 11.45am
- Afternoon session: 12.30pm – 3.30pm
- Full day session: 8.45am – 3.30pm

Arrival and Collection Arrangements

To ensure the safety of all pupils and to manage movement around the site, children will enter and leave school through the following gates/entrances:

- **Nursery:** Enter and leave via Infant gate and direct access to the Nursery
- **Reception:** Enter the school building via the white door by the playground toilets. RWB exit through the same white door. RLD exit via the hall door. Doors open at 8.40.
- **Years 1 and 2:** Enter the school building via the blue doors. Both classes exit through the white door by the Library. Doors open at 8.40.

- **Years 3, 4, 5 and 6:** Enter and leave through Junior Gate enter the school via the open door on the playground. This is where the children will be collected from at the end of the day. Doors open at 8.30.

Staff will be available during the first few weeks of term to assist families and help everyone become familiar with the arrangements. We have tried to keep things the same as previous years.

School Uniform

We will continue to maintain high expectations regarding school uniform and presentation. Pupils should attend school each day wearing the correct school uniform and appropriate footwear.

Full details of the uniform requirements can be found on the school website. If you require any assistance regarding uniform, please contact the school office. The school will be open on 1st September for any last minute concerns.

Main School Office

From September, all administration services will be based in the **Main School Office on the Junior School site – there will be no office on the Infant site.**

The main office contact details will be:

Telephone: 01268 682288

Email: admin@canvey-pri.essex.sch.uk – this will be live from 1st September but staff will have access to the original admin email of the infant and junior schools.

Please note that the former Infant School telephone number will be diverted to the new main office to ensure a seamless transition for parents and carers as will the email addresses.

School Office Opening Hours

The main office will be open during the following times:

Monday to Friday: 8.30am to 4.00pm

Further Information

We appreciate that families may have questions regarding the amalgamation. Regular updates and additional information can be found on both school websites:

- www.canveyislandinfantschool.co.uk
- www.canveyjuniorschool.co.uk

During this time of transition into the new primary school, there may be hiccups. Please do not worry as there will always be plenty of staff on hand to help direct yourselves and your children as they navigate into the infants and the juniors. The school office will be open on 1st September if you have any worries or concerns and we look forward to welcoming the children back on 2nd September into Canvey Primary School and Nursery.

Thank you once again for your support, patience and understanding throughout this process.

Yours sincerely,

A handwritten signature in black ink that reads "S. Townsley". The signature is written in a cursive style with a large, stylized 'S' and a decorative flourish at the end.

Mrs S. Townsley
Headteacher