



...working together

Leigh Beck Infant and Nursery Academy
Point Road, Canvey Island, Essex, SS8 7TD
Company No. 954404

Executive Headteacher: Mrs E Lane

Head of School: Mrs H Greensill

Website: <https://www.leighbeck-inf.essex.sch.uk/>

Email: admin@leighbeck-inf.essex.sch.uk

Tel: 01268 682322

4th 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:

nursery@leighbeck-inf.essex.sch.uk

reception@leighbeck-inf.essex.sch.uk

year1@leighbeck-inf.essex.sch.uk

year2@leighbeck-inf.essex.sch.uk

tsmith@leighbeck-inf.essex.sch.uk (for Little Bears etc.)

Please use the above email addresses 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 682322.

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 staff who have contributed to the running of the existing parents' school Facebook page over the years. Mrs Smith, especially, has worked tirelessly on this and we are very grateful for all they have done. Recently Mrs Smith has even responded to messages whilst on holiday and late into the night. We shall now be using our Facebook 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 Smith 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 school Facebook account by using this link: -

<https://www.facebook.com/groups/420780238132097/>

You will still receive emails through Scopay (which does not accept replies) and text messages where these are appropriate. **PLEASE ENSURE THE SCHOOL HAS 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 and that may 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.

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 in the usual ways. While we continue to work hard to keep pupils, parents, carers and staff safe we believe this is an effective way of working in the meantime.

Yours sincerely,

Mrs E. Lane
Executive Head Teacher