Dear Parents,

Schools are working closely with the Local Authority and the Headteacher Associations in order to offer a consistent and safe response to the current crisis. The health and safety of children and young people is everyone’s priority and I wanted to inform you about our ongoing arrangements to keep children safe during this period of school closure.

To ensure we are able to continue to support you and your children, and as part of our safeguarding arrangements, we will be making regular contact with you during the closure period. This will be by phone, email and / or home visits. All children have been allocated a member of staff, usually their class teacher, and they will be your main point of contact during this time. You may be contacted by other members of staff depending on circumstances.

We will be contacting you at least every three weeks; for some children this will be more often. We will be asking how your child is, how they are coping with the situation and how they are getting on with the online learning. You can also expect to be contacted by email if we do not see any evidence that your child has been accessing the online learning each week. Please be aware that as members of staff are working from home on some days, the phone call may be labelled as ‘No Caller ID’ or ‘Number withheld’.

We understand how worrying it is for you during this time and we will do everything we can to continue to support our children and families. It is vital that you support us in arrangements going forward and we will keep you informed of any important changes. Meanwhile, if you need to contact the school, you can do so by phoning 01245 442031 or emailing reception@newlandsspring.essex.sch.uk

Yours sincerely,

Mrs Hawkes