



# Joy Lane Primary School

*A Love of Learning, for Life, for All*

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms DJ Hines

Head of School: Mr M Ashley-Jones

Wednesday 4<sup>th</sup> November 2020

Dear Parents and Carers,

I am writing to you just ahead of the national lockdown starting November 5<sup>th</sup> to December 2<sup>nd</sup> 2020 outlining a few minor changes to our risk assessment; this is now available on our website.

As ever, it is our key priority and intention to keep the children safe and their educational routines and provision as normal as possible without any further interruptions to their learning. At the moment, for this term, we will continue with the same start and finish times in School – this applies to all access: pedestrians, vehicles, taxis and delivery vehicles. This helps to keep us all safe and observe social distancing guidance.

It is more important than ever that we continue to work in partnership for the benefit of your child's education during these ongoing challenging times for us all. We have found some of the children are speaking more about the national lockdown and expressing a few worries about coronavirus and the possible impact on their families. In School our wonderful Staff will reassure the children and communicate with you if there are any major concerns.

We are restricting visitor access to our School site and the School Office; access will be only in exceptional circumstances during the lockdown period.

- We are closing direct/face to face access to our Office. We continue to have our open air office with members of our Administrative team each morning and afternoon during drop off and collection times – Mrs Platt and Miss Dean are always available outside for your convenience. You will also be able to contact the Office by telephone or email, should the need arise.
- You will continue to liaise directly with your child's class Teacher via ClassDojo. However, please be mindful that Staff are only available until 5.30pm during their working week only to respond to any message.

I know that you value the instant availability of the class teacher via ClassDojo but I also have to balance this with their own well-being and family time. So please save any weekend or late evening messages for 8am on a School working day. If you have an urgent message, please send through our school website or private message our Facebook page; we will endeavour to respond as soon as we are able.

Thank you for your kind attention and thank you for your continued support of our fabulous School.

Yours sincerely,

Debra Hines