



Headteacher  
Mr. Dale Bateman

## Coopersale and Theydon Garnon C. of E. V.C Primary School

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Friday 27<sup>th</sup> March 2020

Dear Parents/Carers,

### **Headteacher's Weekly Summary**

It has by far been the strangest week for most of us, in so many ways. Here is a few messages I would like to end the week on:

#### **Who are we giving school vouchers too at the moment?**

The school has sent e-vouchers to support only those families who have a child eligible for Free School Meals. Although the school would like to open the vouchers to other vulnerable groups in our community, we cannot. The school must follow government guidelines when dealing with public funds. A few parents have asked if Universal Infant Free School Meals is the same thing, and the answer is no.

#### **When will week two of remote learning be placed on the website and are we getting support over Easter?**

Our teaching team did a brilliant job creating this last week of remote learning activities, with very little time to do so. We've had a lot of feedback and all has been wonderfully positive. We are happy for any parent across the nation to use our activities, so please share our lessons with family and friends that have children who are not at our school. Espresso login details are supposed to be for our community only. Week two is planned and ready to be uploaded on to the website – this will be live by 7am Monday morning. In addition, Mrs Atwal and the teaching team have created an 'additional resources' page for our website, and this too will be going live by Monday 7am. We aim to build this resource page as the weeks carry on, to give you even more options to keep your children entertained and educated in a fun way. Across the Easter period, we are not asking our teachers to produce lesson activities for the two weeks – instead the teaching team lead by Mrs Atwal will release a web page full of fun Easter activities and resources for you to use whilst at home. This will be released on our website, on Monday 6<sup>th</sup> April. We will also keep the 'additional resource' page open for all to use across Easter if you choose so.

#### **How do I contact the school office or a senior leader/teacher?**

We are aware that a lot of parents and community members have gained my Headteacher email and other teacher's email addresses, by no fault of your own. In times of urgency, teachers like me may have sent an email direct to you from our accounts – but this is an absolute last resort. The school discourages emails direct to parents to ensure staff are not interrupted in their out of working hours, including myself. We expect all correspondence to

be sent via the office administration email account, with the staff member you wish to notify to be added in the subject line. All email correspondence therefore must go to [admin@coopersaletheydongarnon.essex.sch.uk](mailto:admin@coopersaletheydongarnon.essex.sch.uk) . This address can be found in the contact section of our school app and school website. A reminder too, that our school office has closed during this period of school closure, so if you do find yourself at the school office, a school mobile number is placed on the window and will only be answered during working hours. Please do not save this number on your phone, only those waiting at the office are permitted to call it. If you choose to call the school phone number, please be aware that this is monitored once a day. I can't urge you all enough, please use the admin email where you can, and don't call the school phone number unless an absolute last resort. Teacher and Headteacher email accounts should not be used at any time.

Have a safe and healthy weekend. For those like us who are critical workers, our thoughts are with you and we hope you have some family time this weekend where possible.

Yours Sincerely,

Mr. D. Bateman

Headteacher