

# Whitstable Junior School

Oxford Street, Whitstable, Kent, CT5 1DB

Tel: (01227) 272385

Headteacher: Mrs. Annie Knoupe BA (Hons) PGCE

**e-mail: [manager@whitstable-junior.kent.sch.uk](mailto:manager@whitstable-junior.kent.sch.uk)**

Wednesday 25<sup>th</sup> March 2020

Dear Parents/Carers,

I wanted to run through with you some of the changes to the normal school protocols that we have had to make over the last few days. Please understand that these might change at any moment but if they do, we will always let you know.

## CONTACT BETWEEN SCHOOL AND HOME

As I am sure you are aware, contact with you will now be by email. We may be working remotely and paper copies will not be a possibility. We will have only one office member staffing the phones between a reduced time of 9am and 1pm each school day during term time.

However, we will have our [manager@whitstable-junior.kent.sch.uk](mailto:manager@whitstable-junior.kent.sch.uk) email address checked throughout working hours, (this will be the quickest way of contacting us from now) and obviously, you are welcome to leave a message on the answerphone.

- For enquiries regarding your or your children's well-being, home circumstances, food shortage, advice etc. you can email [manager@whitstable-junior.kent.sch.uk](mailto:manager@whitstable-junior.kent.sch.uk) and put the following in the subject box;

**For the attention of Naomi Kernighan (Family Liaison Officer)**

- For enquiries regarding SEND (Special Educational Needs) related issues you can email [kcollin@whitstable-junior.kent.sch.uk](mailto:kcollin@whitstable-junior.kent.sch.uk) and put the following in the subject box;

**For the attention of Ms Collin (SENCO)**

- For enquiries regarding FSM vouchers you can email the [manager@whitstable-junior.kent.sch.uk](mailto:manager@whitstable-junior.kent.sch.uk) and put the following as a heading;

**For the attention of Mrs Amos (School Business Manager)**

You may of course wish to bring something to my attention, in which case please do the same and email [manager@whitstable-junior.kent.sch.uk](mailto:manager@whitstable-junior.kent.sch.uk) putting **For the attention of Mrs Knoupe**.

In each instance, we will promise to get back to you as soon as possible, again within school hours and in term time only of course.

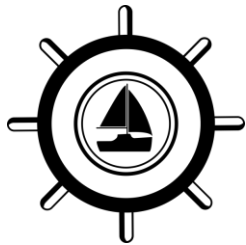
## HOME LEARNING

We have given you your child's teachers email address and you can use this if you have any enquiries about the activities you need to complete. We will reply to your messages within 24 hours in school hours and term time. This will allow the teachers to clarify any of the activities for the children. Children must not use this email to contact their teacher and ideally, the email should only be used for queries relating to the home learning. We appreciate that you may



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want to share photos of what you have been doing but if you could limit this to the odd occasion that will stop the teacher's inboxes getting full to bursting and then them missing an email about an activity.

User Logins for TTRockstars and Spelling Shed.

If you are unsure of your child/children's logins or need further help logging into any of the following sites please contact your child's class teacher.

I think that is all for now and I hope that helps and you feel suitably supported at this difficult time.

Warmest wishes and safe thoughts to you all,

Annie Knoupe

Headteacher



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