

Monday 5<sup>th</sup> January 2026

Dear Parents and Carers,

It's 2026!!! Welcome back to everyone for this spring term... although with this week's temperatures it might not feel too much like spring! We hope everyone enjoyed the Christmas break and has had a happy start to the new year. It was really lovely to see the children walk (and run) back through the gates this morning with big smiles on their faces, eager to get back to see their friends and teachers. Although today is cold, the sun is shining and it looks like it is going to be a beautiful day. We will be making sure that the children wrap up in their coats, gloves and scarves when they head outside.

## Communication

As we start the new year, we thought it would be helpful to provide a few reminders regarding communication. We take pride in the excellent communication we have at Friars. We know that staff working closely with parents and carers is key to children's school success.

There might be times where you need to pass on some information or you feel that you need to talk to someone. We will always try to make sure that the right person talks to you. Occasionally, we have parents demand to speak to certain members of staff. This isn't helpful and it could well be that the person being demanded is not the best person or is not actually available. Please do trust us to manage conversations and meetings appropriately.

As you know, we have our year group email addresses for non-urgent matters. Our class teachers always do their best to reply as soon as possible, however please do be mindful about the number of emails being sent as our teachers' priority must be providing high-quality teaching and learning for the children. We endeavour to check emails (and reply where necessary) within 48-hours at most.

[reception@fps.porticoacademytrust.co.uk](mailto:reception@fps.porticoacademytrust.co.uk)  
[year1@fps.porticoacademytrust.co.uk](mailto:year1@fps.porticoacademytrust.co.uk)  
[year2@fps.porticoacademytrust.co.uk](mailto:year2@fps.porticoacademytrust.co.uk)  
[year3@fps.porticoacademytrust.co.uk](mailto:year3@fps.porticoacademytrust.co.uk)  
[year4@fps.porticoacademytrust.co.uk](mailto:year4@fps.porticoacademytrust.co.uk)  
[year5@fps.porticoacademytrust.co.uk](mailto:year5@fps.porticoacademytrust.co.uk)  
[year6@fps.porticoacademytrust.co.uk](mailto:year6@fps.porticoacademytrust.co.uk)

More urgent matters should come through the school office. The office email address and phone number are at the bottom of the page.



01702 294837



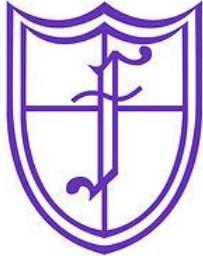
office@fps.porticoacademytrust.co.uk



www.friarsprimary.co.uk



Constable Way  
Shoeburyness  
Essex, SS3 9XX



## Friars Primary School & Nursery

**Principal: Mr C McClay**  
**Vice Principal: Mrs S Halls**



CEO - Mrs C. Woolf

Our school's Senior Leadership Team comprises Mr. McClay (Principal), Mrs. Halls (Vice Principal) and Mrs. Turner (Assistant Principal, EYFS Leader and SENDCo). Mrs. Lynch is the school's Assistant SENDCo and works closely with Mrs. Turner. Should you ever have a problem that you need to share, please remember that your child's class teacher will likely be your first port of call. After this we have Phase Leaders who are very experienced and will be happy to help. For Years 1/2 the Phase Leader is Mrs. Snow, Years 3/4 is Miss Gibbons and for Years 5/6 it is Mrs. Bailey.

Best wishes for a fantastic 2026!

Handwritten signature of Mr. C. McClay.

Mr. C. McClay

Principal

Handwritten signature of Mrs. S. Halls.

Mrs. S. Halls

Vice Principal



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