

William Read Primary Academy
Long Road Canvey Island Essex SS8 0JE
Acting Head of School Mrs T Gravely
Executive Headteacher Mrs E Lane MBE



Telephone 01268 683053/683818

Website www.williamread.essex.sch.uk

December 2023

Dear Parents/Carers

From Monday 11th December, we will be operating our internal Christmas Post. To help our postmen and women please make sure envelopes are clearly marked with name and class, e.g.

<p style="text-align: center;">JOHN S</p> <p style="text-align: center;">Mrs Westbrook Class 4W</p>
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To help the Reception, Year 1, Year 2 and Year 3 children write their cards, they have been given a class list today.

Yours sincerely

Mrs E Lane
Chief Executive Officer



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'If we believe, we will achieve'

