

William Read Primary and Nursery Academy
Long Road, Canvey Island, Essex SS8 0JE

Head of School Mrs T Gravely
Executive Headteacher Mrs E Lane MBE

Telephone 01268 683053
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February 2026

Dear Parents/Carers,

I hope you had a good half term with your children.

As you are aware, the Thames building on the William Read site is no longer used for our children. It is being refurbished by the Local Authority and will be a satellite provision for Castledon School in Wickford. As part of the project, a new front office for William Read will be built at the front of the Southwick building. The work is due to start on Monday 2nd March and be completed by end of June, with the new William Read front office completed by the end of May.

Last week, I met with the project manager and the Local Authority Health and Safety Officer to finalise the temporary arrangements, to ensure the safety of the children, parents/carers and staff during the building works.

From Monday, the only entrance to the school will be through the Craven Road gate. This will be opened from 7.30am for children attending breakfast club, closed at 9:00am and open from 3:00pm in the afternoon.

The office is being temporarily relocated to a room in the Southwick building, which you will be able to access in the morning until 9:00am and in the afternoon after 3:00pm.

If you need to come into school during the day, there will be access via the main entrance side gate – NO UNACCOMPANIED CHILDREN must enter this way and there will be a bell on the side gate by the temporary office.

Thank you for your continued support.

Yours sincerely,

Mrs E Lane MBE
Executive Headteacher