



Kelvedon St. Mary's
C of E Primary Academy
Nursery & Autism Support Centre

DOCWRA ROAD, KELVEDON, ESSEX CO5 9DS

Tel: 01376 570411

email: admin@kelvedonacademy.com
web site: www.kelvedonacademy.com

Headteacher: Mr. M. D. Walsh BEd (HONS) NPQH

2nd September 2020

ASC - AUTUMN TERM 2020 ARRANGEMENTS

Dear Parents/Carers,

Please find within, specific information relevant to the return of your child to school on Thursday 3rd September 2020.

DROP OFF TIME: **08:45**

COLLECTION TIME: **15:20**

*Parents/carers with children in different year groups should drop all children off at the earliest child's time and collect at the latest time.

ASC – Miss. Taylor and Miss. Berkane

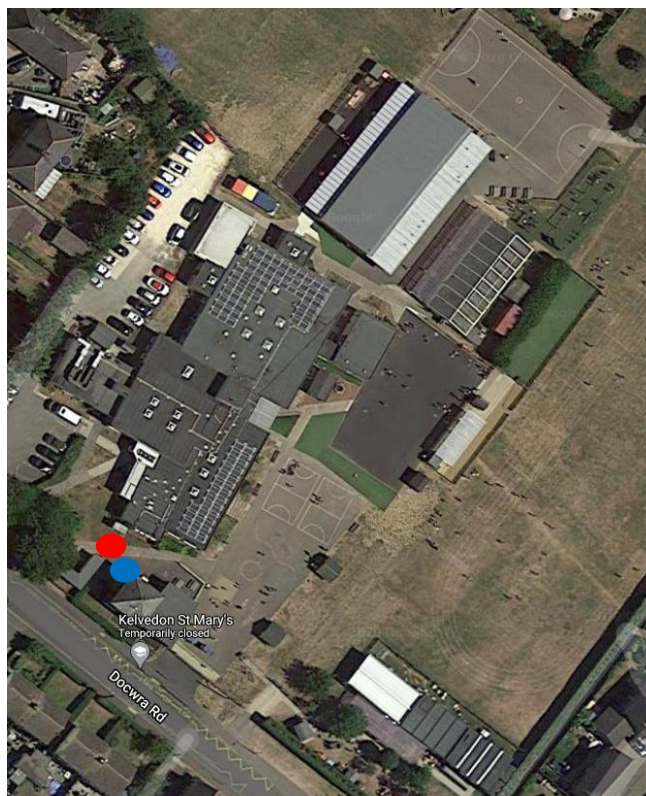
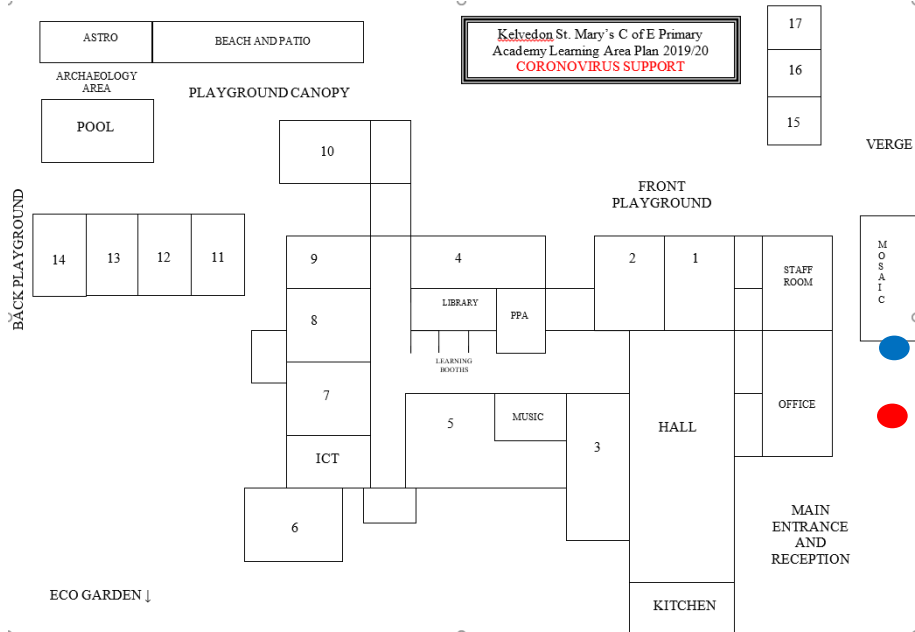
Base Mosaic Room

Protocol for Parent/Carers and Children

- Use common sense and stay alert.
- **Only ONE** parent/carer can escort a child to school, if they cannot walk to school on their own.
- **DO NOT** enter the school premises if you have symptoms.
- **DO NOT** enter the school buildings or classrooms unless invited to do so.
- **DO NOT** gather at school gates and class doors – always keep a social distance of at least 1m+
- Contact the school office by phone **01376 570411** or email admin@kelvedonacademy.com **ONLY** visit the school office if it is absolutely necessary.
- Children and visitors wash hands on arrival and use hand sanitiser. Repeat frequently throughout the day.



ASC – Miss. Taylor and Miss. Berkane BASE Mosaic Room children enter by side door ● AWAIT COLLECTION in area ● The class teacher will bring your child to you.



Best wishes,

M Walsh

Mr. M Walsh Headteacher

