



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

DOCWRA ROAD, KELVEDON, ESSEX CO5 9DS

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

2nd September 2020

YEAR 3 - 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: **09:00**

COLLECTION TIME: **15:05**

*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.

3H – Miss. Hutley Base 5

3F– Mr. Faithfull Base 6

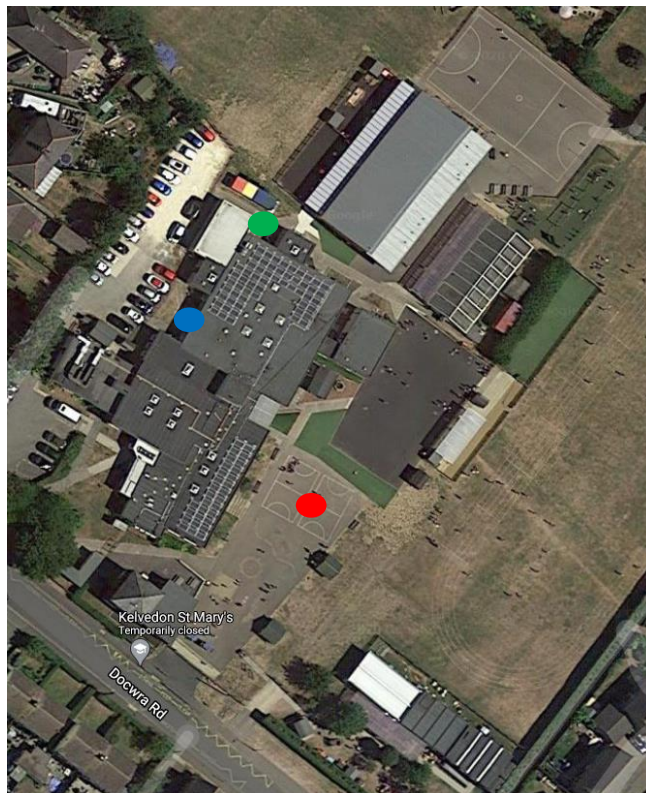
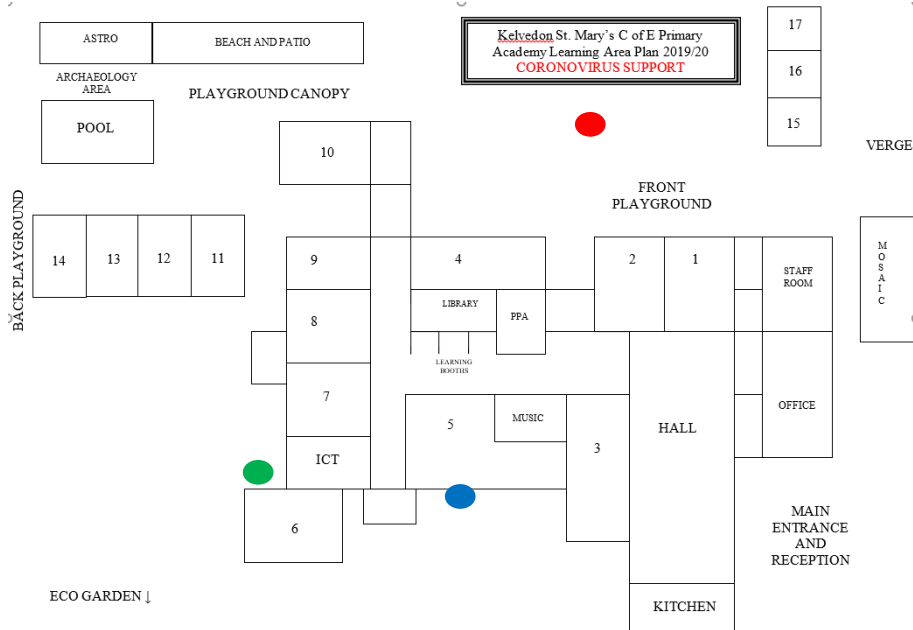
Protocol for Parent/Carers and Children

- 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+
- Years 3 to 6 drop off in the playground and allow your child to make their own way to their classroom. Collect your child from the front playground, their teacher will bring them to you.
- Years N to 2 drop off at the classroom door.
YR and 1 collect your child from the back playground, Y2 from the front playground, their teacher will bring them to you.
- Contact the school office by phone [01376 570411](tel:01376570411) 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.



3H – Miss. Hutley BASE 5 children enter by back door ● (please send your child in from the playground and DO NOT follow them to their class). AWAIT COLLECTION in area ● The class teacher will bring your child to you.

3F – Mr. Faithfull BASE 6 children enter by side door ● (please send your child in from the playground and DO NOT follow them to their class). AWAIT COLLECTION in area ● The class teacher will bring your child to you.



Best wishes,

M Walsh

Mr. M Walsh Headteacher

