



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

DOCWRA ROAD, KELVEDON, ESSEX CO5 9DS

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web site: www.kelvedonacademy.com

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

2nd September 2020

YEAR N - AUTUMN TERM 2020 ARRANGEMENTS

Dear Parents/Carers,

Please find within, specific information relevant to your child starting Nursery from w/c Monday 7th September 2020.

DROP OFF TIME: **09:00**

COLLECTION TIME: **15:00**

*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.

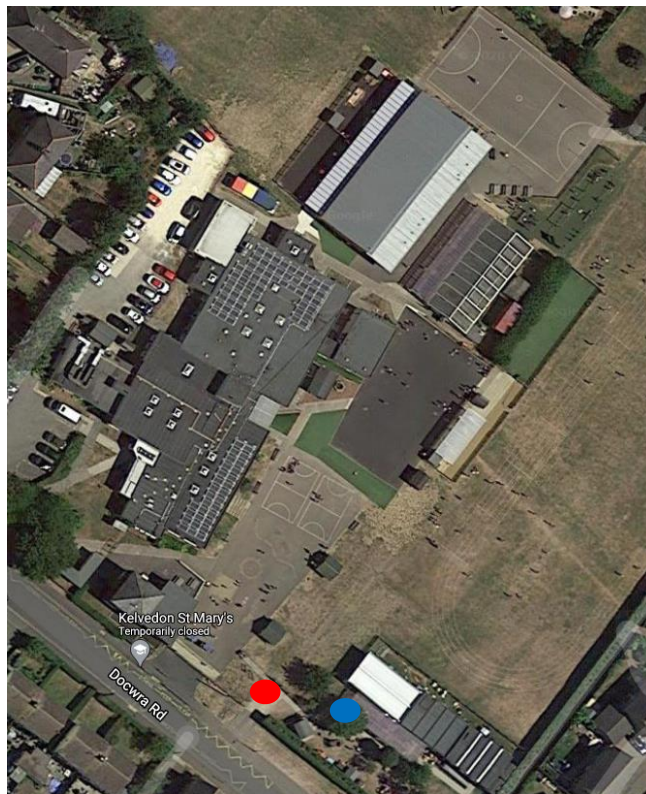
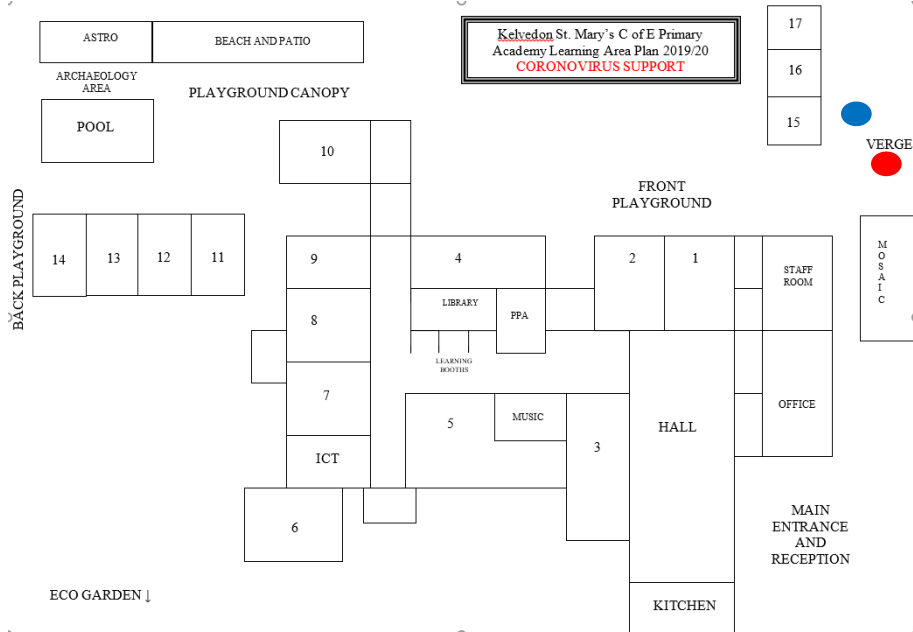
NC – Miss. Clouting Base 15

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 N to 2 drop off at the classroom door.
- 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.



NC – Miss. Clouting **BASE 15** children enter by front door ● (please send your child in and **DO NOT** enter the building) and **AWAIT COLLECTION** in area ● The class teacher will send your child to you when they see you.



Best wishes,

M Walsh

Mr. M Walsh Headteacher

