



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 R - AUTUMN TERM 2020 ARRANGEMENTS

Dear Parents/Carers,

Please find within, specific information relevant to the return of your child to school on Monday 7th September 2020.
*please refer to your stay and play sessions for either Thursday 3rd or Friday 4th September 2020.

DROP OFF TIME: **09:15**

COLLECTION TIME: **14:50**

*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.

RJ – Miss. Johnston Base 13

RB – Mrs. Bull Base 14

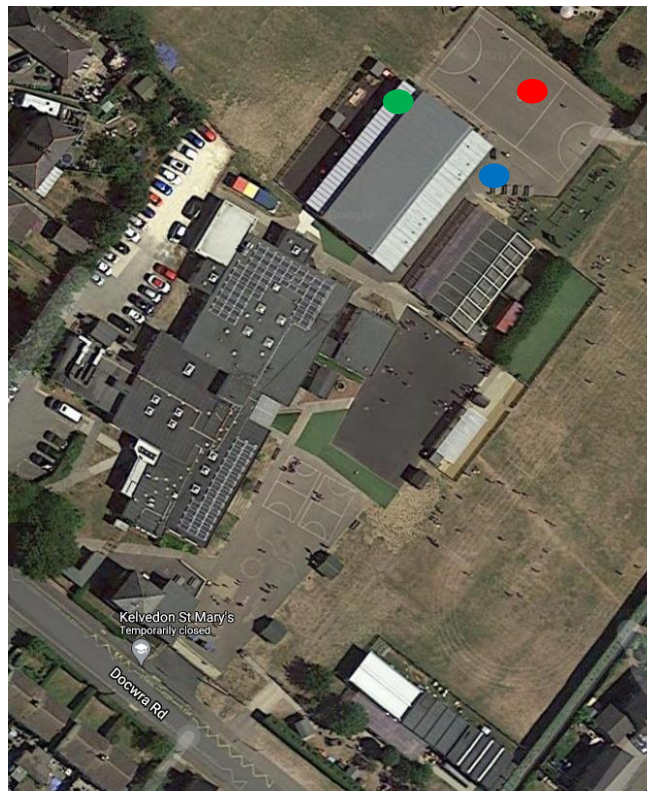
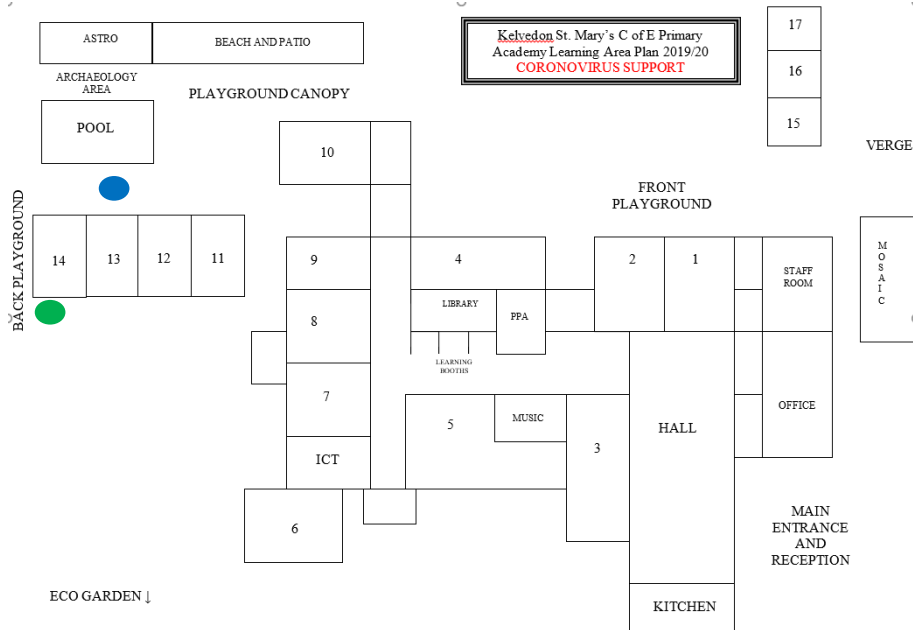
Protocol for Parent/Carers and Children

- 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.
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.



RJ – Miss. Johnston BASE 13 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.

RB – Mrs. Bull BASE 14 children enter by back 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

