



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

26th February 2021

YEAR 4 – RETURN TO SCHOOL ARRANGEMENTS

Dear Parents/Carers,

School will be closed to Nursery, Vulnerable Children and those of Critical Key Workers and there will be no live virtual learning on Friday 5th March in order to allow staff to prepare the school for opening on Monday 8th March.

Please find within, specific information relevant to the return of your child to school on Monday 8th March 2021.

DROP OFF TIME: **Trickle Flow Entry between 08:40 and 09:00**

COLLECTION TIME: **15:20**

4C – Mr. Collingwood

Base Staff Room

4R – Miss Reece and Miss Albone

Base 9

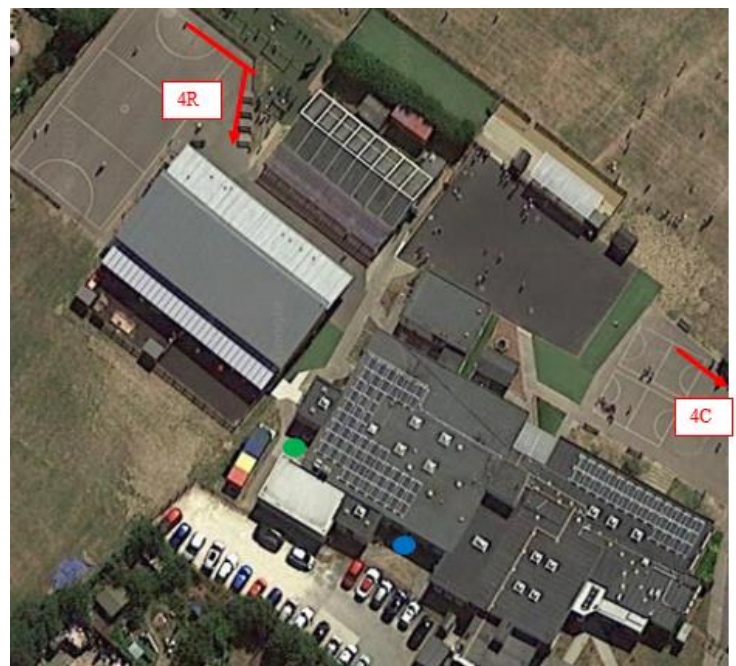
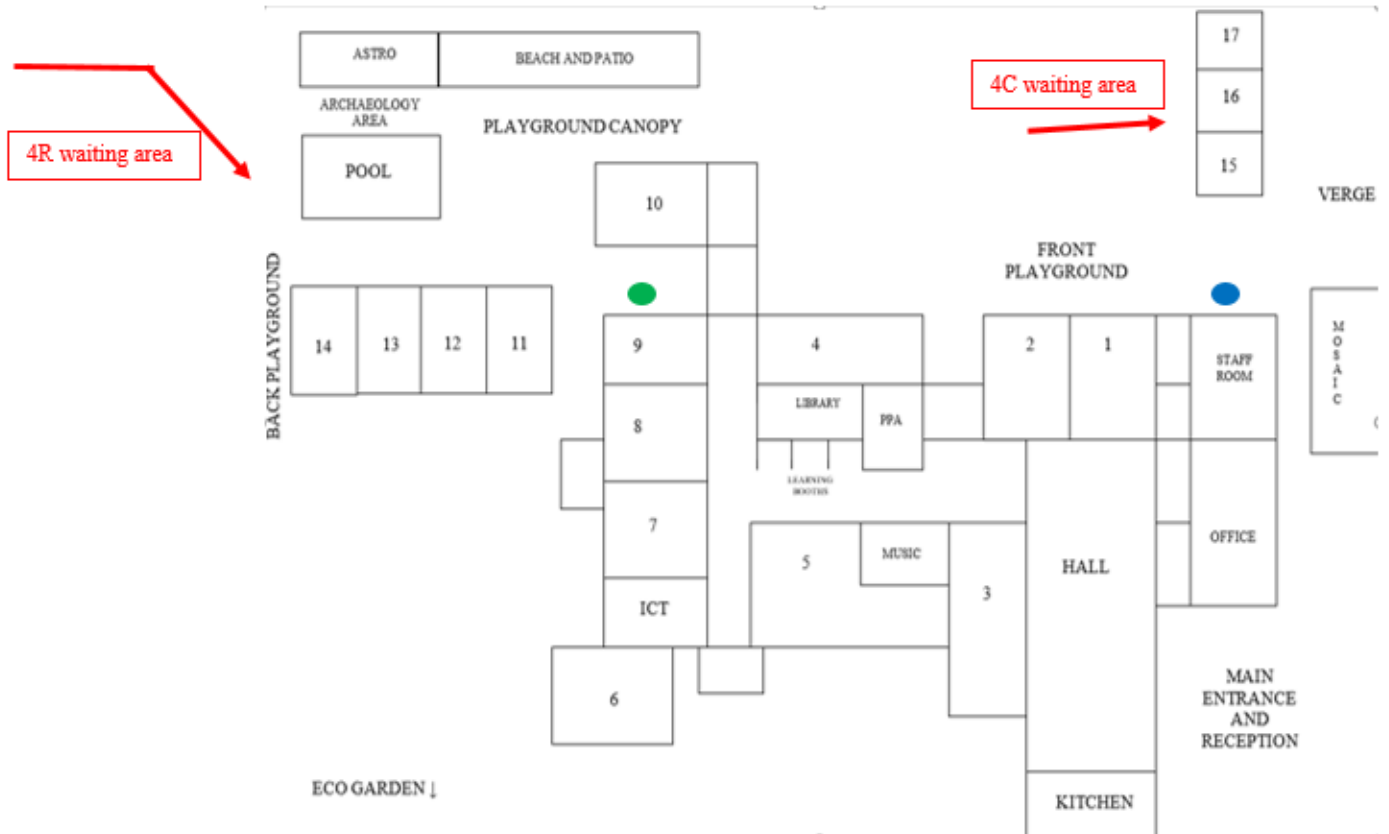
Protocol for Parent/Carers and Children

- Use common sense and stay alert.
- Adults **WEAR A MASK** on site.
- **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.
- Collect your child from their designated area at the correct time and leave the premises **immediately**.
- **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](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.



4C – Mr. Collingwood BASE Staff Room children enter by **FRONT** door ● (please say goodbye and release your child at the school gate to walk themselves to their classroom and **DO NOT** enter the premises) and **AWAIT COLLECTION**, in a socially distanced line in the designated area. The class teacher will send your child to you when they see you.

4R – Miss Reece and Miss Albone BASE 9 children enter by **SIDE** door ● (please say goodbye and release your child at the school gate to walk themselves to their classroom and **DO NOT** enter the premises) and **AWAIT COLLECTION**, in a socially distanced line in the designated area. The class teacher will send your child to you when they see you.



Best wishes,

M Walsh

Mr. M Walsh Headteacher

