



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](mailto:admin@kelvedonacademy.com)  
web site: [www.kelvedonacademy.com](http://www.kelvedonacademy.com)

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

26<sup>th</sup> February 2021

## YEAR R – 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 5<sup>th</sup> March in order to allow staff to prepare the school for opening on Monday 8<sup>th</sup> March.

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

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

COLLECTION TIME: **15:00**

**RJ – Miss. Johnston    Base 13**

**RB – Mrs. Bull            Base 14**

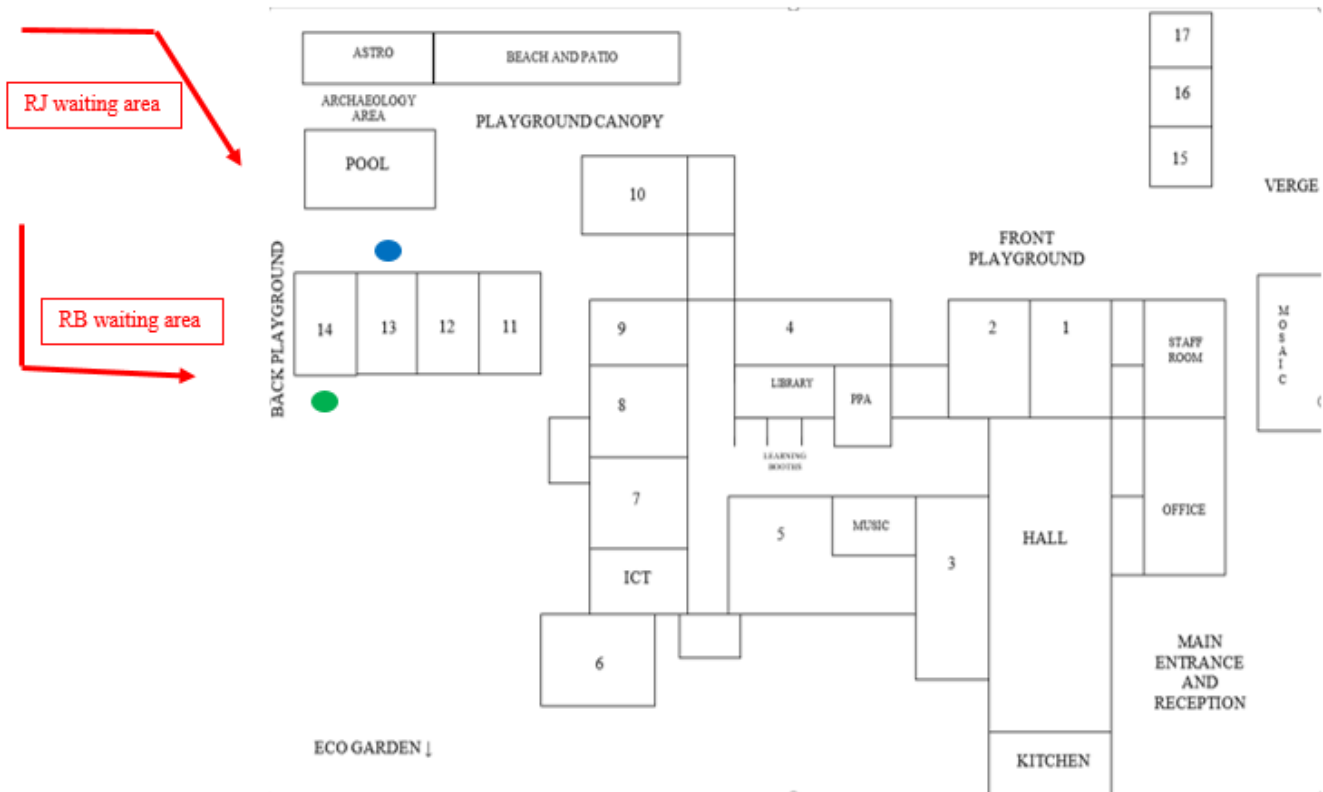
### Protocol for Parent/Carers and Children

- 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](mailto: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 a socially distanced line in the designated 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 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

