



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

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Executive Headteacher: Mrs. L. Osborne BA (Hons) NPQH
Head of School: Mrs A. Nottage BA (Hons)

Dear Parents/Carers,

As briefly mentioned in last week's newsletter, we have been looking at ways in which to make drop off and pick up times as safe and seamless as we can for all involved. In line with our Safeguarding policy, we are making the following changes to these times of day. The aim of these changes is to ensure children are welcomed into school personally and that staff are able to ensure the safety of children at all times.

Before school procedure:

Children will enter the building through the doors as listed below. Senior members of staff will be positioned at two key areas outside, ready to take your morning messages, should you have any. Messages will be passed onto teachers once all children are safely within the building.

Entrance points:

- YR- Through front door (no change)
- Y1- Through classroom back doors
- Y2- Through classroom doors (no change)
- Y3- Through KS2 entrance (between Y4 classrooms)
- Y4- Through KS2 entrance
- Y5- Through KS2 entrance
- Y6- All through 6L classroom

After school procedure:

Staff working in classrooms in the afternoon will accompany children out to meet their parents/carers. Children will be lined up and passed over to a known adult unless they have written permission to walk home by themselves (children in Y4-6 only).

If you would like your child to do so, please complete the parent pay form, which is now available, giving permission for each child **by 8am on Monday 23rd January**. If you wish to give permission at a later date, please email the main school office.

If a different person to normal is picking your child up, please could you ring the school office and inform them of the name of the person. Teachers will then be notified of this before the end of the day.

We welcome conversations with teachers at the end of the day, but please be aware that you may need to wait until all the children have been dismissed before you do so.

Children will need to be collected at the following times and from the following areas. **Please note the change in pick up time for children in YR-Y3.** This is to help with congestion and allow parents to collect children from various year groups.



<u>Year group</u>	<u>Time</u>	<u>Dismissed from...</u>
YR	<u>3.15pm</u>	KS1 playground (no change)
Y1	<u>3.15pm</u>	Back classroom doors
Y2	<u>3.15pm</u>	Shared area outside classrooms
Y3	<u>3.15pm</u>	On running track under canopy
Y4	3.20pm	Between Y4 classrooms
Y5	3.20pm	Classroom doors
Y6	3.20pm	From 6L doors

Communication

The above plan is designed with safety in mind, and our aim is to ensure you are still able to communicate with us whenever you need to. We value your input and appreciate your continued support of the school. Below is a list of ways in which we would invite you to communicate with us.

1. Messages given to senior member of staff in the mornings.
2. Written notes to the teacher.
3. Emails to our admin email address (admin@kelvedonacademy.com).
4. Discussions with teachers, once all children have been safely dismissed.
5. Arrange a meeting with staff via the office.

These new arrangements will begin on Monday 23rd January.

Thank you in advance for your support with this and should you wish to discuss your personal circumstances with me, I would be happy to do so.

Kind regards



Anna Nottage

Head of school

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