

Ravens Academy

Nayland Drive, Clacton-on-Sea, Essex, CO16 8TZ

T 01255 424328

E office@ravensacademy.attrust.org.uk W www.ravensacademy.attrust.org.uk

Principal Mrs Valerie Rose



Dear Parents,

We are looking forward to seeing all the children back in the academy on Monday 8th March. Children are expected to return unless they have received a shielding letter, or a member of their immediate family has received one. If you are unsure about your child returning, please contact us on the concerns@ravensacademy.attrust.org.uk email.

Morning Drop off

The arrangements are as they were before Christmas. All children will be dropped off at the gates between 8.40am and 8.55am. Members of SLT will be at the gates and other members of staff will be available to ensure your child gets to the right place.

Children arriving after 8.55am will have to be taken to the office and go to their class from there. All children are expected in school by 9.00am at the latest.

Afternoon Pick Up

The arrangements for children in Year 3 to Year 6 are as follows -

Children in Year 3 will be collected from Gate 2 at 3.00pm.

Children in Year 4 will be collected from Gate 2 at 3.05pm.

Children in Year 5 will be collected from Gate 2 at 3.10pm.

Children in Year 6 will be collected from Gate 2 at 3.15pm

The arrangements for children in Reception, Year 1 and Year 2.

We are trialling having parents on the playground to collect their children. The following rules must be followed by anyone picking up a child from the playground. We will keep this under review and if it isn't working safely, we will go back to collection at the school gate.

1. The school gate will open at 2.55pm for collection of children between 3.00pm and 3.15pm.
2. Masks must be worn on school grounds by everyone over the age of 12. If you are unable to wear a mask, please let us know and we will arrange to bring your child to you at the school gate.

3. Parents/carers must wait behind the barriers and your child will be released to you from the classroom.
4. Parents/carers must maintain social distancing while waiting on the playground.
5. Parents/carers must move off the school grounds as soon as they have collected their child.
6. Parents/carers will not be able to speak to teachers. If you need to speak to your child's class teacher, please do so by phoning the school office.

If any parent feels unsafe because they see people not wearing masks or not maintaining social distancing, please let the office staff know immediately and we will address this with the person concerned.

I do hope this works as I know parents were concerned about the safety of collecting children at the school gate.

Yours sincerely

Mrs Valerie Rose