



CONCORDIA ACADEMY

Union Road, Romford, RM7 0HG
School contact number: 01708 932710
School email: info@concordiaacademy.co.uk

Thursday, 03 September 2020

Dear Parents/Carers,

As you know, Concordia Academy is reopening to all children on Monday 7th September. We are very much looking forward to welcoming all of our existing children back and meeting all of the new children that are joining us.

When we reopen, there will still be a number of measures in place to ensure that the school is operating as safely as possible.

Some of these measures are outlined below.

- Children will be expected to wear school uniform every day but we are encouraging parents and carers to wash all clothes regularly.
- No visitors will be accepted into the school unless in the case of an emergency and by prior appointment.
- Break and lunchtimes will be staggered to minimise contact between different groups of children.
- The kitchen will prepare cold lunches only and Year 1-4 will eat these in their classrooms.
- All children must bring their own water bottles every day. These will be sent home every day for washing and refilling and should be labelled with your child's name. School water fountains will be put out of use to maintain hygiene standards.
- The cycle racks will be out of use so no child is permitted to leave bicycles or scooters on site.



REACH2 Academy Trust, Henhurst Ridge Primary Academy,
Henhurst Ridge, Branston, Burton-Upon-Trent, DE13 9SZ
Tel: 01283 246433 – Web: www.reach2.org
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Company Number: 08452281 VAT Number: 220 8862 15





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- Children should only be bringing essentials to school such as coats, book bags and lunches. **Book bags should not be adorned with toys or keyrings.**
- Parents should not drive to school as this could result in congestion and crowding on Union Road. Havering will be exercising the right to fine drivers who park illegally.
- Different key stages will have staggered drop off and collection times to prevent crowding. Parents and carers are to drop their children off at the gate and send their children straight inside.

The start and end of day timings for each year group are as follows:

Year Groups	Drop off time	Collection time
Reception*	8.50-9.00am	3.20pm-3.30pm
Year 1 & 2	8.30-8.40am	3.00-3.10pm
Year 3 & 4	8.40-8.50am	3.10-3.20pm

** The Reception collection time will vary according to the transition arrangements until the cohort goes full time.*

It is imperative that all children are dropped off and collected on time to minimise gatherings at the start and end of day. In order to ensure good timekeeping, it is advisable to walk rather than taking public transport as buses will have reduced capacity and may not allow you to board.

In addition to the above measures we will also be ensuring that children wash their hands regularly and that hand sanitisers are available in all classrooms and key areas around the school.

It is important to note that from September, attendance will be compulsory and the Government has made it clear that unauthorised absences will be sanctioned. Good attendance is more important than ever if we are to make up for the learning time that has been lost during the period of school closure.



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The Government has advised that face coverings in primary schools should be avoided and have instructed schools to devise a process for removing face coverings when children arrive at school. Should any children be wearing face coverings on their way to school, we will be asking parents and carers to remove them before they enter the school grounds.

Please be assured that the school is keeping abreast with updates from the Government and Public Health England and following all relevant advice to make sure that we can minimise the risk of infection in school and keep our community as safe as possible. We thank you in advance for your cooperation and understanding.

If you have any questions about school reopening, please do not hesitate to get in touch.

Yours sincerely,

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