



RICHMOND AVENUE PRIMARY & NURSERY SCHOOL

A MEMBER OF SECAT (SOUTHEND EAST COMMUNITY ACADEMY TRUST)
RICHMOND AVENUE, SHOE BURYNESS, ESSEX, SS3 9LG

01702 292197
admin@richmond-pri.southend.sch.uk
www.richmond-avenue.co.uk

13th July 2020

Dear Parents/ Carers,

The school year will end for Richmond pupils currently in attendance on **Wednesday 22nd July**.

Children will have lunch in school before being collected, at the staggered times below from their current gate exits.

	Collection Time	Collection Gate
Nursery	12pm	Centre Gates
Reception	12.15pm	Bus Gates
Year 1	12.15pm	Office Gate
KWV groups	12.30pm	Centre Gates
Year 6 (@ SHS)	12pm	Car Park gate to SHS sports centre

As you may be aware from government guidance, it is our ambition for all pupils to return to school in September 2020.

We would therefore like to provide you with details of the key information that you will need to make the transition to the full return of your children, as smooth as possible.

We have prepared for each child a transition pack which contains information on the organisation of the school for the new term, a welcome letter from their new class teacher, information about the curriculum focus for the start of term and additionally a range of Maths and English activity books that have been selected for each year group that can be used, should you wish to complete any work over the summer.

In order to provide you with this key information, we would like to invite you to come to the school playground at a designated time to collect your child's transition information and work pack.

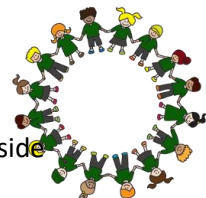
Please come to the school's main centre gates during the allocated time slot of your child's CURRENT year group. Sibling packs can be collected at this time also to save you from attending more than once.

Southend East Community Academy Trust

"Strong Partnerships, Strong Community, Strong School"



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There will be staff waiting to greet you and provide you with your pack. Should there be other families collecting their packs when you arrive, please wait at the social distancing markers alongside the school gate until you are called forward.

You will also be able to collect your child's PE bag on this day.

If for any reason you are unable to collect your pack at the allotted time, please contact the school via the home learning address homelearning@richmond-pri.southend.sch.uk

	Wednesday 15 th July	Thursday 16 th July	Friday 17 th July
9:30- 12:00	Reception	Year 1	Year 2
1:00- 2:45	Year 3	Year 4	Year 5

We are very much looking forward to seeing you briefly as you collect your packs.

Best wishes,

Miss Money Penny

On Site Lead

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