



# Orchard Primary and Nursery School

Head Teacher Mrs. Jane Chambers  
Chapel Street Kirkby-in-Ashfield Nottingham NG17 8JY

Telephone (01623) 455939 Fax (01623) 459868  
[Email office@orchard-pri.notts.sch.uk](mailto:Email_office@orchard-pri.notts.sch.uk)

Dear Parents and Carers,

As the end of this strange academic year draws near, we would like to invite you to come and collect your child's belongings e.g.:

- End of year report
- Work
- P.E Kits
- Camp money (if not already collected)

During week beginning Monday 13<sup>th</sup> July, work will be put out for collection in the school hall or the playground (weather permitting) between 10am-2pm.

Work will be available for:

Nursery and Reception children on Monday 13<sup>th</sup> July

Year 1 and Year 2 children on Tuesday 14<sup>th</sup> July

Year 3 and Year 4 children on Wednesday 15<sup>th</sup> July

Year 5 and 6 children on Thursday 16<sup>th</sup> July

If you have more than one child in school, you will be able to collect all of your children's work along with the youngest child's work in your family and therefore will only need to come into school once.

We have a one-way system in place both in the school hall and outside which requires you to enter through the gitty gate and leave via the main gate.

We've allowed a 4-hour pick-up time to ensure social distancing. To help us with this, it is preferable that only 1 adult per child/ children comes into school. We hope this time slot also reduces the need for queuing but please bear with us if there is a large number of people arriving at the same time.

All children's belongings will be bagged and labelled and organised into class groups. Staff will be on hand to direct and help you. We do ask that you come into and leave school as quickly as possibly again to support us with social distancing.

If your child is attending school at the moment, they will be able to bring their work home and that of their siblings on the last day they attend that week.

We are really sad that we cannot work with many of our children and enjoy the last weeks with them, but they have worked incredibly hard up to and during lockdown and we would very much like them to have their reports and work.

Thank you for your continued support,

Jane Chambers  
Headteacher

