

Pear Tree Mead Academy

Educating children 2 – 11

Pear Tree Mead, Harlow, CM18 7BY

☎ 01279 836181 Fax 01279 423504

headteacher@peartreemead.essex.sch.uk



Head Teacher Mrs C. Peden BA(Ed) (Hons)

Deputy Headteacher

Assistant Head Mrs Rebecca Arnould BA (Hons) PGCE

Chair of Governors Mrs W Beckett

Mrs L Davies BA (ChEd)

SEND Co & Head of Early Years Mrs S Martin LLB (Hons) (PGCE)

Dear Parent/Carer,

We are pleased to announce that from January 2021, we will be using an electronic sign-in system, InVentry Visitor Management. This system has been specifically designed for education and is now being used by over 4,000 schools. We will be trialling the system for the remainder of the Autumn term and anticipate that it will be up and running from Monday 7th December 2020.

The sign-in unit will be located on the right-hand side as you enter the school office. You will need to use the following process if your child is late arriving at school, is being collected during the school day or is late being collected in the afternoon.

1. Please sanitise your hands before touching the screen.
2. Click on the student option on the screen.
3. Select your child's year group
4. Select your child's class
5. Select the first initial of your child's first name
6. Select the reason for lateness/collection



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A reminder that if your child arrives at the school office after 9.05am in the morning they are late (after the COVID staggered start ends this will revert back to 9.00am) and if your child is not collected by 3.10pm in the afternoon that is considered late collection.

We will also be using this sign-in process for any visitors to the school, this will include parents attending meetings, parent helpers and FOPTM members. For visitors, once you have signed in on the unit, you will need to collect your visitors badge from the receptionist.

Yours faithfully

Mrs Peden
Headteacher

