

Masefield Primary School

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Executive Headteacher: Mrs L Whittaker

Acting Head of School: Mr A Done

25th April 2022

Dear Parents and Carers

Our Early Years Unit will be used as a Polling Station on Thursday 5th May.

We have made alternative arrangements for both Nursery and Reception Children to be taught in the main school building on this day, and will be open for all children.

Both Nursery and Reception children will enter and exit through the hall doors, which are accessed via our playground. Mrs Rose and Mrs Murphy will be in the playground to help guide you.

If your child finishes Nursery at lunchtime, please wait just outside the main school office at the usual time of 11:30. Mrs Murphy will bring those children and release them to you through the office. Similarly, if your child is arriving after lunch, Mrs Murphy will collect them from just outside the main office at 12:30.

We will be unable to access the Early Years Building during the day. Please let anyone else who may be picking up or dropping off on these days know about the changes.

Please be aware that as both classes will be entering and exiting from the same door it will be busy around the hall doors. Therefore, we ask that you hand over at the door, and if you need to speak to the Teaching staff let the Office staff know and they will arrange a phone call or pass on any messages. This will help us to get the children in as quickly and as safely as possible.

Many thanks

Mr A Done

Acting Head of School

