

Masefield Primary School

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Executive Headteacher: Mrs L Whittaker

Head of School: Mr A Done

15th January 2024

Dear Parents and Carers

Our Early Years Unit will be used as a Polling Station on Thursday 2nd May.

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

Reception children will enter and exit through the hall doors, which are accessed via our playground. Mrs Clark, Mrs Sech and Mrs Bonney will be in the playground to help guide you.

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 other 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

Head of School

