

Mandeville Primary School

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9th January 2026

Dear Parents/Carers

Welcome back! I hope that you all had a wonderful festive break and I would like to wish you a very happy 2026.

Term Dates: As a reminder, the dates for the 2026 spring and summer terms are:

- Spring Term = 6th January – 27th March
- (Half-term = 16th February – 20th February)
- Summer Term = 13th April – 23rd July
- (Half-term = 25th May – 29th May)

Staff professional development training has been set for the following days and, therefore, pupils are **not** in school.

- INSET = Monday 1st June
- INSET = Wednesday 22nd July
- INSET = Thursday 23rd July

This year, the Bank Holiday during term time is on Monday 4th May.

Events/Diary Dates: We have many events to look forward to this term, including 'Safer Internet Day', 'Children's Mental Health Week' and 'World Book Day'. A list of key diary dates is attached and these have been uploaded to the calendar on the school website.

Parent/Carer and Teacher Consultations: Consultations will be held on Monday 2nd March (3:40-6:20pm) and Thursday 5th March (3:40-6:20pm). Please note that pupils throughout the school are welcome to attend the meeting with yourself and the teacher should you so wish. I am pleased to inform you that we will be continuing with the pupil mid-year report. You will receive the report prior to the consultation session and the meeting will provide the perfect opportunity to explore how your child is progressing in relation to the standards expected, areas of strength and what he/she needs to focus on in particular in order to improve.

Parent/Carer Information Sessions: I am delighted to inform you that we will be holding parent/carers information sessions on mathematics this term. Further information will follow in due course.

Positive Noticing: We are continuing with our system to recognise and celebrate children's positive behaviour. Where it has been identified that a pupil has gone 'above and beyond', a member of staff will issue a 'Well Done' postcard in order to highlight the achievement. These can be awarded by any member of staff and children will be encouraged to take the card home in order to celebrate this positive recognition with you.



Assessments: Key assessments will be taking place for Year 6 pupils the week commencing 11th May. All Year 1 children will be taking part in a phonics screening check during the week commencing 8th June. All Year 4 pupils will be taking part in the multiplications tables check during June. It is essential that the children are present for these tests.

Clubs: We are delighted to be providing a wide range of clubs this term, both sporting and non-sporting. Separate communications have been sent out to you this week regarding this and the clubs are also available to view on the school website. I am sure that pupils will really enjoy these wider curriculum experiences.

Pupil Attendance: As previously communicated, school attendance laws have changed and a national approach has been rolled out. As I am sure you appreciate, we have a legal duty to adhere to the new regulations. If we have concerns surrounding your child's attendance, including late arrivals, we will contact you to explore how we can work in partnership to support, liaising with the Hertfordshire Local Authority Attendance Officer as needed. Please remember that it is essential that you notify us of any absence on the first day and each subsequent day in line with safeguarding protocols.

School Uniform: At Mandeville, we pride ourselves on looking smart. Our school uniform plays a valuable role in contributing to the ethos of the school and setting an appropriate tone. It helps promote the identity of the school and is one of the most immediate ways in which a child associates themselves with being part of our community.

We want children to be proud of Mandeville and the expectation is that every pupil will wear the school uniform. We would, therefore, appreciate your support in ensuring it is consistently and fairly applied.

Girls	Boys
- White polo shirt with school crest preferred, white non-crested school polo shirt acceptable - Red round necked sweatshirt or cardigan with school crest - Grey trousers or skirt or pinafore dress - Plain red or grey tights or white or grey socks	- White polo shirt with school crest preferred, white non-crested school polo shirt acceptable - Red round necked sweatshirt with school crest - Grey trousers - Plain grey socks
Footwear In the interests of safety as well as appearance, children should wear suitable footwear for school. Shoes should fasten securely and be plain black and low heeled with enclosed toes. Boots, sandals, sling backs and trainers are not appropriate for school. Hair accessories These should be plain black or red (or gingham in summer) hairband/elastics and slides. PE/sports kit - Black shorts with school crest - Red round necked t-shirt with school crest preferred, plain red non-crested round necked t-shirt acceptable - Trainers - Plain black tracksuit top and bottoms Jewellery We discourage the wearing of jewellery but where necessary, small, plain stud earrings are allowed. These must be removed or taped over when participating in PE lessons. All items of uniform must be marked with the first and last name of your child.	

Breakfast Club/Early Start Club: As many of you are aware, Mandeville Primary School runs a very successful Breakfast Club. It operates from 7:30-8:40am and is priced at £6.00 per day. In addition, you have the option of booking onto Early Start Club. This runs from 8:15-8:40am and will not include a breakfast. It is priced at £3:00 per day. The club is located in Mandevilla and accessed via the gate behind the lobby and main office. Please contact the school office if you have any questions in relation to this before school provision.

After-School Provision: A reminder that we are now offering after-school provision via Jam Childcare for pupils in Reception to Year 6. If you are interested in accessing this, please contact Jam directly at admin@jamchildcare.co.uk or telephone 07712 604291.

Snacks: As a reminder, in order to support with our healthy eating agenda, the snacks that children bring in at breaktime should be either fruit or vegetables.

Application Deadline: Please be aware that the deadline for application to Reception is 15th January 2026. Parents/carers will need to make an application by the closing date to ensure their application is considered on time. Parents should apply online at: www.hertfordshire.gov.uk/admissions

Contact Numbers: It is essential that the office has up-to-date contact names and numbers in case it is necessary to contact a responsible adult in an emergency. Please send any change of name, address or phone number in writing to the office as soon as there is an amendment.

Community: Please see the link below to the latest edition of The Sawbridgeworth and District Flyer, which is filled with positive and practical community news and information.
<https://www.flyeronline.co.uk/the-sawbridgeworth-flyer-magazine-january-26/>

Thank you for your continued support – Mandeville Primary School values the strong partnership which we have between home and school. I am sure that this term will be as exciting and eventful as the previous one!

Yours faithfully

Miss Kara Hales
Headteacher

