

Mandeville Primary School

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5th September 2025

Dear Parents/Carers

Welcome back to a new school year! I hope that you had a fantastic summer with an opportunity to enjoy the beautiful weather with family and friends. On behalf of all staff, thank you so much for the cards and gifts we received at the end of term. It was so very kind and generous.

It has been absolutely wonderful to see the children return to school and we have been impressed with how quickly they have settled in. We have also enjoyed welcoming our new staff members to the team. Our library area was completed over the summer holiday and looks amazing – a wonderful space to enjoy books and develop a love of reading!

Diary Dates: We have arranged a number of events and a list of dates is attached for your diary. It promises to be a very busy term!

Parent/Teacher Communication: At Mandeville Primary School, parental involvement is truly valued and we are very much aware of how vital it is that children's learning is viewed as a partnership between home and school. Meetings with parents/carers are extremely valuable as they provide an opportunity to share information and clarify expectations. In order to facilitate this, you are invited to meet your child's new teacher in order to gain an insight into the curriculum areas the children will be exploring and other key information. Whilst we will be sending out termly letters, we feel that the early personal contact is important so please do try to come along if you can.

Attendance: We all know that high pupil attendance is key for a child's academic development and their wider wellbeing. As you may be aware, in readiness for the start of the last academic year, the Department for Education issued new statutory attendance guidance to all schools, which included new national regulations. As I am sure you appreciate, we have a legal duty to adhere to the regulations. Whilst approving an absence is still at the discretion of a headteacher, there are very clear guidelines as to what can and cannot be authorised. We understand the reasoning behind taking children out for days and holidays, often linked to the higher costs involved within school holidays, but this is not something that we can authorise or support. If you are requesting a leave of absence for your child then you will need to obtain a form from the school office. This is available electronically or as a paper copy. When submitting a leave of absence form, please be aware that decisions made are not in any way judgemental but are simply the school acting in line with the regulations now in place. For further information, please see the link to our website here:
<https://www.mandeville221.herts.sch.uk/attendance/>

At Mandeville, we set an individual pupil attendance target of 96%. If we have concerns surrounding your child's attendance, we will contact you to explore how we can work in partnership to support, liaising with the Hertfordshire Local Authority Attendance Officer as needed.

Home Learning: We are once again reviewing our procedures relating to homework based on latest research for primary aged pupils. We appreciate that effective homework is associated with greater parental involvement and that short focused tasks or activities are likely to be more valuable. The weekly 'Home Learning Opportunities' proformas will commence again shortly with the aim of supporting your engagement with your child's learning at home. Thank you for your help with this.

Clubs: We are currently in the process of finalising the clubs that staff will be offering this term and you will receive a communication about these via the school office at the beginning of next week. You will be able to book in the same way as you do for sports clubs.

School Uniform: At Mandeville, we pride ourselves on looking smart. Our school uniform plays a valuable role in contributing to our ethos 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 appreciate your support in ensuring these expectations are 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 (or gingham dress in summer) - 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 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 does 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 offer 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: Please note that, in order to support our healthy eating agenda, the snacks that children bring in at breaktime should be either fruit or vegetables.

Office Communication: Please ensure that any communications to the office are sent to: office@mandeville221.herts.sch.uk Please include your child's full name and year group in your email so that we can respond effectively. It is also 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.

Medical Conditions: It is imperative that the office is informed of any existing medical condition, including diagnosed allergies, that your child has and whether they have any regular medication. If your child is prescribed medicine that needs to be taken four times a day or more, please contact the office and this can be arranged. Also, remember that we are a 'nut-free school' as we do have a number of children who have severe nut allergies. Please bear this in mind when preparing snacks and packed lunches.

End of Day Collection: If you expect to be late collecting your child from school, or if it is necessary for someone else to collect your child, please inform the office so that the class teacher can be informed. Please note that Early Years and Key Stage One children will only be handed over to a nominated parent/carer.

Community: Please see the link below to The Sawbridgeworth Flyer. This month's edition includes community news and a number of local, upcoming events which sound great fun for all the family!
<https://www.flyeronline.co.uk/the-sawbridgeworth-flyer-magazine-september-25/>

We are very much looking forward to an exciting and successful year ahead!

Yours faithfully

Miss Kara Hales
Headteacher

