



ASQUITH PRIMARY SCHOOL & NURSERY
Asquith Street Mansfield NG18 3DG
☎ 01623 454969

10th July 2026

Dear Parents and Carers,

As we approach the end of term, we want to thank you for your continued support. While the holidays are nearing, it remains incredibly important that we maintain our high standards. Please help us by being mindful of why our school procedures and rules are in place.

Please take a moment to review the essential reminders below.



Travel and Traffic Around School

- **Walk to school:** Where possible, please walk your child to school to give them a healthy, relaxed start to the day.
- **Reduce congestion:** Walking helps significantly reduce dangerous traffic around the school site.
- **Avoid Asquith Street:** If you must drive, please do not use Asquith Street.
- **Respect residents:** This is a narrow street, and residents require clear access to their driveways at all times.



Healthy Packed Lunches

If your child brings a packed lunch, please ensure it is healthy and contains **none** of the following banned items:

- **Nuts or nut products:** No peanut butter, Nutella, certain cereal bars, or items with hidden nuts due to severe allergies.
- **Sweets or chocolates:** Confectionery is strictly prohibited in lunch boxes.
- **Fizzy drinks:** Sugary or carbonated beverages are not permitted.
- **Check student-made lunches:** If your child packs their own lunch, please check the contents to ensure it is suitable and provides enough energy for the school day.



School Office and Confidentiality

Our small office team always aims to provide a professional, high-quality service. To help us handle matters confidentially and efficiently, please note:

- **Potential waiting times:** You may be asked to wait outside the office while we deal with another situation.
- **Peak times:** Please expect longer wait times at the start and end of the school day.
- **Be on time:** Ensure your child is dropped off on time and collected promptly at the end of the day.
- **Plan ahead:** Please arrange medical or personal appointments outside of school hours whenever possible.
- **Routine updates:** Email parentsinfo@asquith.notts.sch.uk to share general information or updates.

Changes to Collection and Urgent Appointments

We need accurate information to keep your children safe. Please follow these strict notice guidelines:

- **Standard collection changes:** Email parentsinfo@asquith.notts.sch.uk if someone else is collecting your child - **no later than 12:00 noon** on the day of the change.
- **Late or urgent changes:** Any collection updates after 12:00 noon must be phoned through to the office on **01623 454969**.
- **Urgent appointments:** Phone the office immediately if an urgent appointment requires a drop-off or collection time that differs from the official school hours.
- **Evidence:** The school office will require evidence of any appointment that your child attends during the school day that impacts their attendance, until the evidence has been received any absence will be unauthorised.

Thank you for your cooperation in keeping our school community safe, healthy, and running smoothly.

Regards



Mrs Susie Graham
Headteacher