



Asquith Primary School & Nursery

Head Teacher: Mrs Susie Graham

Asquith Street, Mansfield, Nottinghamshire, NG18 3DG

Tel: 01623 454 969

Website: www.asquith.notts.sch.uk

18th June 2026

Dear Parent/Carer

Please be aware that due to varying staff responsibilities, there are times throughout the school year when only one member of staff is available in the office.

In particular, this will definitely be the case for the entire week commencing **Monday 22nd June 2026** due to a school residential trip.

Contacting the School

- **At the Main Reception Door:** If you ring the doorbell, you may have to wait longer than usual for a member of staff to assist you. (A member of staff will know that you are there)
- **By Phone:** If lines are busy, please leave a message on the answering machine. A member of staff will return your call as soon as possible.

Reminders on Attendance and Punctuality

- **Routine Drops/Collections:** Children **must** be dropped off and collected at the standard start and end times of the school day.
- **Impact on Learning:** Late arrivals and early collections disrupt the classroom, impacting the learning of your child and their classmates.
- **Exceptional Circumstances:** We understand that rare exceptions happen. If your child must arrive late or leave early, please contact the office with as much advance notice as possible.

Thank you for your patience and cooperation.

Regards

A handwritten signature in black ink, appearing to read 'SRGraham'.

Mrs Susie Graham
Headteacher