

Mendham Primary School & Nursery
Mendham
IP20 0NJ
Tel: 01379 852520



St. Edmund's Primary School
Hoxne
IP21 5AD
Tel: 01379 668283

Academy Head – Henry Huxtable
Email: head.wvp@consortiumtrust.org.uk

3rd March 2026

Dear Parents and Carers,

Following staff observations and suggestions from our community it has been agreed that we will be changing the school's morning routine.

The following changes will take place from Monday 9th March. This will allow teachers the opportunity to discuss and practice the changes with their class beforehand.

- 8.25 - 8.30 am: Class teachers will greet you on the side playground. This will provide opportunities to pass on messages and catch up about any issues etc.
- 8.30 am: The bell will be rung and children from all classes including nursery will line up in front of their teacher and they will then walk into the school building, either through the side entrance or green gates and rear entrance depending on the class. As children walk in with their classes, parents will leave and the wooden gates shut. For safeguarding purposes parents are not permitted to enter the school building.
- If you are late and miss the class lines, the gate will be closed, and you will have to enter via the school office.

Your feedback will be welcome on these changes so please do let us know if any issues occur.

Kind regards,

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

Mr Henry Huxtable
Academy Head



Small Schools – Huge Ambitions



<http://www.mendhamprimaryschool.org.uk/>

<http://www.stedmundsprimary.org.uk/>