

<p>Acting Head Teacher: <b>Mrs L Walker</b></p> <p>Depute Head Teacher: <b>Mrs A Dingwall</b></p>	<p style="text-align: center;"><b>Mayfield Primary School</b> Stone Avenue Mayfield Dalkeith Midlothian EH22 5PB</p> <p style="text-align: center;">Tel: (0131) 663 0546 mayfield.mgfl.net mayfield_ps@midlothian.gov.uk</p>	 <p style="text-align: center;"><b>MISSION STATEMENT</b> Be The Best We Can Be!</p>
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10<sup>th</sup> August 2020

Dear Parent/Carer,

### School Start and Finish Times

At present our school will be operating with a staggered entry and finish time for all pupils. All pupils will start or finish within 15mins of our normal school day. This is in line with both local authority and national guidance.

The times of our days are as follows:

Class	Teacher	Start Time	Finish Time (Mon-Thurs)	Finish Time (Friday)	Entrance	Line Up
Primary 1B	Mrs Beechman	9.00am	3.30pm	12.15pm	Lower School Entrance	At class marker in lower school playground
Primary 1W	Mrs Wightman and Mrs Jardine	9.00am	3.30pm	12.15pm	Lower School Entrance	At class marker in lower school playground
Primary 2	Mr Winnington	8.40am	3.10pm	11.55am	Lower School Entrance	At class marker in lower school playground
Primary 2/3	Miss Scott	8.50am	3.20pm	12.05pm	Lower School Entrance	At class marker in lower school playground
Primary 3	Mrs Beasley	8.45am	3.15pm	12.00pm	Tower entrance closest to main entrance	At class marker in grass area next to large chair
Primary 3/4	Mr Evans (Mrs Stark)	8.55am	3.25pm	12.10pm	Tower entrance closest to main entrance	At class marker in grass area next to large chair
Primary 4	Mrs MacLeod and Mr McGaff (Miss Richardson)	9.00am	3.30pm	12.15pm	Tower entrance closest to main entrance	At class marker in grass area next to large chair
Primary 5B	Mrs Burnell	8.40am	3.10pm	11.55am	Upper School Entrance	At class marker in upper school playground
Primary 5T	Miss Taylor	8.50am	3.20pm	12.05pm	Upper School Entrance	At class marker in upper school playground
Primary 6	Mr McIntyre	8.50am	3.20pm	12.05pm	Upper School Entrance	At class marker in upper school playground
Primary 6/7	Mrs Scott	9.00am	3.30pm	12.15pm	Upper School Entrance	At class marker in upper school playground
Primary 7	Mr Johanson	8.40am	3.10pm	11.55am	Upper School Entrance	At class marker in upper school playground

Please arrive as close to the start time as possible for your child. Please ensure that only 1 adult accompanies pupils in to the school grounds. Please ensure that you leave the school promptly after your child's teacher has arrived to meet the class.

Please note that the school bell will be turned off at this time due to the number of start and finish times for pupils across the campus.

If your child is late for school, please bring them to the main school entrance. A member of staff will greet your child, support them with our handwashing/sanitising procedures and ensure they get to class safely.

We thank you in advance for your support as we try these procedures for the first time.

We look forward to seeing all of our families on Wednesday.

Kind regards

Mrs L Walker  
Head Teacher (Acting)