



# MANSFIELD GREEN E-ACT PRIMARY ACADEMY

Albert Road, Aston, Birmingham, B6 5NH

Miss S Johnson

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Dear Parent/carers,

I would like to introduce myself as the newly appointed Executive Headteacher. I look forward to meeting you all soon and working together. I wanted to inform you as soon as possible about a change we have made to our drop off and collection procedures to improve health and safety.

From September we are changing the way children are dropped off and collected from school. We will now be using the Reception entrance, so that you are able to drop and collect your child/ren from outside their classroom.

<b>Drop off time</b>	<b>8:30am – 8:40am</b>
<b>Registration</b>	<b>8:45am</b>

Children who arrive after registration, will need to be dropped off at the main office and will receive a late mark- 'L' code. Parent/carers must drop the child/ren to the main office and provide a reason for arriving late. This will then be logged on our records. If you child/ren arrive after 9:15am, they will receive a 'U' code, which will affect their attendance record.

Thank you for your continued support.

Yours faithfully,

**Mrs M Lathbury-Cox**  
**Executive Headteacher**

