


Head Teacher: Mrs L Walker Depute Head Teacher: Mrs A Dingwall Depute Head Teacher: Mr C Wilson	Mayfield Primary School Stone Avenue Mayfield Dalkeith Midlothian EH22 5PB Tel: (0131) 663 0546 mayfield.mgfl.net mayfield_ps@midlothian.gov.uk	 MISSION STATEMENT Be The Best We Can Be!
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Monday 16th August 2021

Dear Parent/Carer

School Start and Finish Times – August 2021

At present our school is operating with a staggered entry and finish time for all pupils. This is not changing for our school in August to minimise numbers in our playgrounds at the start and end of the day. All pupils will start or finish within 15mins of our normal school day. This is in line with both local authority and national guidance. If this guidance does change, we will inform you as soon as we can and return to our normal school day of 8.50am – 3.20pm, Monday to Thursday and Friday finish at 12.05pm.

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	8.55am	3.25pm	12.10pm	Lower School Entrance	At class marker in lower school playground
Primary 2	Miss Millar	8.40am	3.10pm	11.55am	Lower School Entrance	At class marker in lower school playground
Primary 2/3	Miss Taylor	8.50am	3.20pm	12.05pm	Lower School Entrance	At class marker in lower school playground
Primary 3	Miss Gallacher	8.45am	3.15pm	12.00pm	Tower entrance closest to main entrance	At class marker in grass area next to large chair
Primary 4C	Mr Wilson	8.55am	3.25pm	12.10pm	Tower entrance closest to main entrance	At class marker in grass area next to large chair
Primary 4S	Mr McGaff	9.00am	3.30pm	12.15pm	Tower entrance closest to main entrance	At class marker in grass area next to large chair
Primary 5	Mr Wood	8.40am	3.10pm	11.55am	Upper School Entrance	At class marker in upper school playground
Primary 5/6	Mr Jackson	8.45am	3.15pm	12.00pm	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	8.55am	3.25pm	12.10pm	Upper School Entrance	At class marker in upper school playground
SLC - Acorns	Mrs Dryden	8.50am	3.20pm		Tower entrance closest to main entrance	At class marker in grass area next to large chair
SLC - Oaks	Mrs Danial	8.50am	3.20pm		Tower entrance closest to main entrance	At class marker in grass area next to large chair
The Hive	Mr Evans	9.00am	3.30pm	12.15pm	Tower entrance closest to main entrance	At class marker in grass area next to large chair

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.

All adults should wear a face covering in the school playground.

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. Please note that if anything changes we will let you know as soon as we can.

Kind regards

Mrs L Walker
Head Teacher