



11th December 2023

Dear Parents/Carers,

I hope this letter finds you and your family well.

I am writing to inform you of a small adaptation to the structure of the academy day which will begin upon our return in January. There is no change to the start and end time of the day, your child will still have five one-hour lessons.

The organisation of the day here at Mayfield can be very busy during the transition from lunch to tutor time and vice versa. Therefore, changes have been made in response to student/staff and parent feedback and we hope that once implemented this will further embed a purposeful and calm atmosphere, specifically around the lunch breaks and movement around the academy. It will also give students the opportunity to see their tutors at both the start and end of the day.

The timings of the academy day which will take effect from January 3rd are as follows:

Time	Years 7-8	Years 9-11
8.30	Tutor registration	Tutor registration
8.40	Period 1	Period 1
9.40	Period 2	Period 2
10.40	Break	Break
11.00	Period 3	Period 3
12.00	Lunch	Period 4
12.30	Period 4	Period 4
1.00	Period 4	Lunch
1.30	Period 5	Period 5
2.30	Tutor programme	Tutor programme
3pm	Clubs / classes/ intervention	Clubs / classes/ intervention

Principal - Claire Taylor

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Your child's timetable in MCAS and the Bromcom app have been changed accordingly. During their lunch period students will kindly be requested to remain in the Agora, be outside or in a lunch club to ensure that the Period 4 lesson of others is not disturbed in any way.

Please do not hesitate to contact your child's tutor or Head of Year if you have any queries or concerns that you would like to discuss. We are, as always, grateful for your support.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Claire Taylor', written in a cursive style.

Claire Taylor
Principal

