



# Burford School & Nursery

'Enjoy, Achieve, Succeed Together'

Marlow Bottom, Marlow, Buckinghamshire SL7 3PQ

T: 07598 250 888

E: [office@burfordschool.co.uk](mailto:office@burfordschool.co.uk)

W: [www.burfordschool.co.uk](http://www.burfordschool.co.uk)

Headteacher: Tracey Marshall, MA (Ed) CMgr

9th January 2026

Dear Parents and Carers,

As we start the new term, we would like to take this opportunity to remind you of a few items that help our school day run smoothly and keep the children safe.

## School Office

Please note that the front office is open daily from **8.30am to 3.30pm**. If you need to speak to someone urgently outside of these hours, please call the school mobile number.

At drop-off time, children should only enter the school via the office if they are late (8.50am onwards), or in exceptional circumstances.

## Reporting Absence

We have now set up a new procedure for reporting absences. If your child is absent from school for any reason: for example illness / appointments, we have a dedicated email address to report these. For all absences, please email [Attendance@burfordschool.co.uk](mailto:Attendance@burfordschool.co.uk) **before 8.30am** on the day of absence stating the child's name, class and a brief description of the reason.

## Daily Essentials

Please ensure that all children come to school each day with a suitable coat, drink and a packed lunch, or have a hot lunch ordered in advance. Our catering company send in meals for the numbers ordered, therefore, it is very difficult for us to accommodate children without lunch.

## Letters

A reminder that key dates, newsletters and important emails can all be found on our school website – [www.burfordschool.co.uk](http://www.burfordschool.co.uk)

- Letters – [Letters and Forms | Burford School](#)
- Newsletters – [Newsletters | Burford School](#)
- Term Dates – [Term Dates | Burford School](#)
- Calendar Dates – [Calendar Dates | Burford School](#)

## PE Kits (Years 2–6)

Children will change into their PE kit at school and back into their uniforms before the end of the day. Children in Years 1–6 are required to bring their PE kits into school on **Monday mornings**. Kits will remain in school until **Friday afternoon**.

If a PE kit is used for an after-school club, please ensure it is returned to school the following morning.

Please note, if your child has forgotten their PE kit, unfortunately, we will not be able to call to ask you to bring this in. Instead, they will be required to wear a spare school PE kit.

Teachers will remind the children on Mondays to have their kits ready for the week.



## School Car park

Parents are reminded that the school drive and car park **must not be used for drop-off or pick-up after 8.00am or before 3.00pm**, unless you have a valid parking permit.

Please ensure that you do not tailgate other vehicles when entering the site. We had a near miss yesterday when a parent tried to tailgate into the school premises. The gate started closing so they reversed nearly hitting parents and children. This is extremely dangerous.

During the school day, parents may, of course, drive up to school if they are collecting a child who is unwell. However, the school drive should not be used to collect children for appointments or to drop off forgotten items.

If you have any questions regarding our processes and procedures, please do not hesitate to email the school office.

Thank you for your continued support and cooperation.

Kind regards,

Burford School

