



# ROBERT MELLORS PRIMARY ACADEMY

Bonington Drive, Arnold,  
Nottingham  
NG5 7EX  
Tele: 0115 8408068  
Fax: 0115 8408708

Head Teacher: Mrs E Essex  
Email: [office@robertmellors.org.uk](mailto:office@robertmellors.org.uk)

Dear Parents/Carers,

I hope that this letter finds you and your family well. I would like to express my greatest gratitude to you all for your support that you have shown the school over the past few weeks. It has certainly been an unusual period of time – nothing that any of our training has prepared us for. Every measure that has been implemented has been done in accordance with the government and Trust guidelines and advice and we have only been able to move at the same speed as information was released.

## Home Learning

It was great to hear from many of you last week about the plans that you have for supporting your children to do some learning at home. The activity books that were provided for your children were intended to last for around two weeks – however we appreciate that they may take longer to complete as you are juggling normal daily life with having the children at home.

Please do not feel any unnecessary pressure to complete the learning that has been sent home. We are most concerned that the mental wellbeing of you and your children is conserved. If your child's day consists of some time reading with you, some physical exercise (in accordance with the government guidance), drawing a picture, watching a film or programme together and helping to make lunch or tea, then that is absolutely fine.

Our website has been updated with some links to learning and activities that your child can do from a device at home. We will be updating the website with more ideas and learning over the coming weeks. We will text you when we have added anything new. The learning activities can be found by following the following pathway on the website;

<https://www.robertmellors.notts.sch.uk/>

Once you have accessed the home page, click on **Parents** and then **School Closure**. We will also put a link in text messages which will take you directly there.

## Keeping in touch with the teachers

We have set up temporary email addresses for every class teacher. You will find a document with these addresses on the website.

The class teachers will be pleased to hear from you only for the following reasons;

- Any questions you might have about the learning that has been provided for your child
- To look at any photos that you might want to send of the learning that your child has done

The teachers will follow normal school policies regarding communication with parents and carers. Any concerns that they have will be passed on to senior leaders who are available every day for support.

Teachers will respond to emails as soon as they are able to and within **normal school hours**. If a teacher is unwell, another member of staff will monitor their inbox and respond on their behalf.



The office email address and phone number are still in use, so if for any reason you are finding difficulty in getting in touch via email, please do not hesitate to contact the office using the details at the top of this letter. Please be reminded that administrative activities continue to be carried out by the office team, so please contact them with any questions that you might have.

Safeguarding and Child Protection remains our priority. If you have any concerns regarding safety and or wellbeing, please direct these to the school office by telephone or email. A member of staff will alert one of the Designated Safeguarding Team members who will telephone you immediately. This call may come from an unidentified number as all staff members are working from home on some days of the week and they are unable to share personal phone numbers with you.

Sending you all the very best wishes and a reminder that we all must be respecting and following the government guidelines to stay at home to save lives.

Best regards

Mrs Essex

