



Marshbrook Cares



**PENK VALLEY
ACADEMY TRUST**

Marshbrook First School
Teddesley Road
Penkridge
Stafford
ST19 5BA

Tel: 01785 712780

Headteacher: Mr J Morgan

Wednesday 21st January 2026

Dear Parents, Carers,

I would like to thank parents for taking the time to give your feedback on the form I shared. It was really useful to find out what families love about Marshbrook but also what they feel could change and the reasons why.

Spring Term Dates

I have shared upcoming dates in school for the Spring Term. I hope this gives you notice of upcoming events in school. I plan to send a list of dates for each term as we move forward. These will also be shared in the weekly newsletter.

Back Gate

After feedback from families and discussing this with staff, I can share with parents that the Back Gate will be open again starting on **Monday 26th January**. The gate will be opened at **8:20 am** and then shut and locked at **9:00 am**, so parents must ensure they are offsite by this time.

The gate will also be open again from **3:00 pm** ready for children to be collected and then closed at **3:25pm** due to after school clubs on the premises. I hope this decision will ease the traffic at the front of the school and make it easier for families.

Please ensure children are not going on the field before coming into school and stick to the path down to the main playgrounds.

Attendance

A reminder that children should be in school by **8:50 am**. If your child arrives after the door is closed, you are to enter through the school office. In a change, you will now be required to sign your child into school and give the reason for the late on the tablet as you enter school. Go to **'Sign in'** - **'Marshbrook Students'** - start to type in your child's name and they will appear – then you will be prompted to give a reason for their lateness. The office will be there to support in the first instance.

Yours sincerely,

Mr Morgan

