



Reminder - Start and End of the day Procedures



Dear Parents and Carers,

I am writing to share some important reminders about the start and end of the school day to help everything run smoothly and safely for all our children and families.

Start of the Day

- Gates Open: The school gates will open at 8:35am. Families are welcome to wait on the playground from this time.
- If you arrive earlier, you may wait on the grass or pathway at the front of school. There is no need to queue.
- If you are at the front of the queue, please check whether the padlock is unlocked. Occasionally, the gate may appear closed even when it is accessible.
- A member of the Leadership Team will blow the whistle to signal that children may begin filtering into their classrooms.
- Children do not need to line up; they may go straight into class.
- A member of staff will be at the classroom door to greet the children and help them settle into their routine. Parents are welcome to briefly speak to the class teacher if needed.
- Doors open at 8:45am and the school day begins at 8:50am.
- If you arrive after 8:50am, please bring your child to the main entrance and sign them in.

End of the Day

- Gates Open: The gates will open at 3:15pm, or once any PE sessions on the playground have finished.
- Parents may wait on the playground, but we kindly ask that you stand behind the yellow lines and move up the playground to avoid crowding.

Please note: A number of parents are gathering around the corner near the Picasso classroom, which is blocking safe access for children. We ask that all parents move up the playground and avoid standing in this area to ensure a safe and smooth dismissal for everyone.

Dismissal Times & Procedures

- 3:20pm – Mr Hutchinson will invite KS1 parents to walk around to the KS1 classrooms and wait at the back doors.
- 3:25pm – Children in KS1 and EYFS (Picasso) will be dismissed by a member of staff.

- 3:30pm – LKS2 children will walk to the top of the large playground, line up, and be dismissed to an adult by a member of staff.

If you have children in different key stages, please collect your youngest child first. Staff will ensure older siblings are kept safe until you arrive.

- EYFS & KS1 finish at 3:25pm
- LKS2 & UKS2 finish at 3:30pm

To ensure a safe and efficient dismissal, we ask that parents and carers leave the playground promptly after dropping off or collecting their children.

Please note: A number of parents are gathering around the corner near the Picasso classroom, which is blocking safe access for children. We ask that all parents move up the playground and avoid standing in this area to ensure a safe and smooth start and end of the day for everyone.

Thank you for your continued support in helping us keep our school community safe and well-organised.

Warm regards,

Mrs Mead

Head Teacher