



14 January 2026

Headteacher - Tony Head

Dear Parents and Carers,

As part of our ongoing commitment to safeguarding and ensuring the safe dismissal of all pupils, we would like to remind families of our end-of-day collection arrangements for children in Year R and Year 1.

### Year R (Reception)

Reception children finish school at **3:20pm**. We kindly ask that Reception parents and carers collect their children promptly at this time. Please do not delay collection in order to wait for older siblings who finish at 3:30pm, as this creates congestion and supervision difficulties at the end of the day.

Once you have collected your child, we ask that you **leave the year R outside area promptly** so that the space is clear and safe for Year 1 pupils who are dismissed shortly afterwards. If your child has forgotten something we kindly ask that you wait until the Year 1 children are dismissed before trying to gain access to the building.

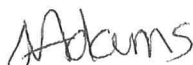
### Year 1

To ensure children can be handed over safely, we ask parents and carers of Year 1 children to **stand back from the Year R outside area gates** and designated collection points. This allows staff to clearly see parents and carers and to dismiss children in a calm and orderly manner.

In Year 1, once your child is at the front of the line and, once the class teacher has clearly seen the parent or carer, they will be sent to them. If a parent or carer cannot be seen, the child will be asked to wait with the teacher and join the back of the line. Once they are at the front and an adult until is visible they will be sent to you. This is an important safeguarding measure and helps us ensure every child is dismissed safely.

Thank you for your cooperation and understanding. These arrangements help us keep all children safe and ensure the end of the school day runs smoothly. If you have any questions, please speak to a member of staff.

Yours sincerely



Anna Adams  
Assistant Headteacher