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Dear Parents and Carers,

Following feedback from both parents and staff, we have reviewed our end-of-day arrangements to make things calmer, safer, and more consistent for everyone. After half term, week commencing **3rd November**, we will be trialling the following:

- **Year 5 and Year 6:** As normal, pupils will be led onto the playground by their class teachers and dismissed, whether they have permission to walk or are collected. Pupils attending clubs or Ninjas, once dismissed by their teacher, will go straight to the old hall, where either myself or a member of the Leadership team will be there to supervise and, once registered, they will go to their club or be collected for Ninjas.
- **Year 3 and Year 4:** Parents will **collect children directly from the classroom**. Those permitted to walk will also be dismissed directly from the classroom. Pupils attending clubs or Ninjas will stay in class at the end of the day and once teachers have dismissed the rest of the children being collected, they will be accompanied to the Old Hall where they will go to their club or be collected for Ninjas.

Please **see the attached map** for details of the updated collection points and routes.

We know the end of the day can sometimes feel busy, and these changes are designed to keep dismissal orderly and ensure all children are safely handed over.

A few gentle reminders to help everything run smoothly:

- Teachers will need to focus on ensuring all children are safely dismissed and prepared for clubs, so if you would like to discuss something in more detail, please contact the school office to arrange a suitable time.
- For safeguarding reasons, parents should not enter the school building unless accompanied by a member of staff.
- Please help us by reminding siblings/our pupils not to use the play equipment after school, as we are not insured for this.
- There will be **no change** to individual pupils who already have an agreed alternative routine for dismissal.

Thank you, as always, for your support and cooperation: we will review how the new routine is working towards the end of the autumn term.

Yours sincerely,

Tania Findlay MBE
Headteacher