

7th September 2026

Dear Parents and Carers,

As our school continues to grow and pupil numbers increase, it is important that we regularly review our systems and procedures to ensure that they remain safe, efficient and effective for everyone. We are very grateful for the support and feedback we receive from families, and we always welcome suggestions that help us improve our day-to-day arrangements.

Following a recent review of our end-of-day procedures, we will be making a small number of adjustments from Tuesday to help ease congestion and improve the flow of pupils and parents at dismissal time.

Firstly, I would like to remind parents that the school day, in terms of learning time, finishes at 3:10pm. As lessons conclude at this time, children will be expected to leave school shortly afterwards and will typically be exiting the building at 3:15pm. This ensures that we are meeting statutory requirements regarding the length of the school day.

From Tuesday, half of the vehicle gate in the Key Stage 2 playground will be opened and supervised by a member of staff at home time. We ask that parents who are only collecting children from Years 3 to 6 enter and leave the school site via this gate. The main gate will remain open as usual for all other families.

There will also be a slight adjustment to our Key Stage 1 dismissal arrangements. From Tuesday:

- Magpie Class (Mr Marriott) will continue to be dismissed from the usual corridor door.
- Jay Class (Mrs Farrell) will continue to be dismissed from the exit to the left of the Key Stage 1 corridor.
- Dove Class (Mrs Henderson and Mrs Norman) will now also be dismissed from the exit to the left of the Key Stage 1 corridor.

This means that only Magpie Class will leave through the usual corridor door, with both Jay and Dove Classes being dismissed from the alternative Key Stage 1 exit.

Although these changes are relatively minor, we hope they will improve the flow of pupils and families around the site at the end of the day and help us to continue adapting our systems effectively as our school continues to grow.

Thank you for your continued support and cooperation. As always, if you have any feedback or suggestions regarding our procedures, please do not hesitate to get in touch.

Kind regards,



Miss Watson
Headteacher

