



Dear Parents/Carers,

Following extensive feedback from yourselves, we are pleased to announce some adjustments to the end of the day routines for Key Stage 2 pupils. These are being made for the following reasons:

- **With a growing number of pupils on roll in recent years, it is important that we adapt to ensure the safe transfer of pupils from our care to yours.**
- **We are passionate about working closely with yourselves as partners in your child's learning.**
- **The large number of children currently travelling together towards the front of the school at 3:15pm each day is difficult to manage safely, particularly due to the narrow passageways and steps.**

From Monday 24<sup>th</sup> February, after the half term break, children in Key Stage 2 (Years 3, 4, 5 and 6) will be released by their teachers to parents/carers who are asked to wait in the Key Stage 2 playground.

- You are invited to please wait in the area of the playground nearest to your child's class.
- On most days, your child's class teacher may be available to share quick messages or updates. On some days, they may be scheduled to attend a meeting or lead a club, in which case another member of the team would be available. As always, if you'd like to arrange a more in-depth meeting, please agree a mutually convenient appointment.
- Both Tiffany Pope and I will also be available each day as before.
- The gate to the Key Stage 2 playground will be open each day from 3:10pm.
- As we run clubs and activities using the playground after school, please could all parents/carers and children leave the area by 3:20pm.
- In some cases, you may give permission for older children to travel home alone. We are happy to support this where we are confident that the child is able to travel home safely and responsibly. Please complete and return the attached permission slip if this applies to you (older children only). **Please complete this slip whether you have previously given your permission or not, for our records. Please return this slip to school by this Friday. We will not be able to release children without this permission being provided.**

Finally, please bear with us during this change. We are confident that it will allow parents/carers and teachers to forge even closer lines of communication and that it will help us to better ensure your child's safety. However, there may be an element of 'trial and error' and we welcome your continued feedback to ensure that we're meeting each family's needs as well as possible.

With very best wishes,

Chris Chislett  
Headteacher

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