

21st November 2025

End of the day collections and playground safety

Dear Parents and Carers

I am writing to clarify the procedures regarding the collection of children and the use of the school playground at the end of the school day. These guidelines are in place to ensure the safety and smooth transition of all our pupils.

Collection time and procedure

The school day officially ends at 3:25pm for our children in Early Years and 3:30pm for the rest of the school.

- Please ensure you arrive on time to collect your child from their designated classroom.
- Staff members are responsible for supervising children until they are safely handed over to a known and authorised adult.

Leaving the playground

For the safety of all children and to ensure our staff can begin their next duties (meetings, planning, after-school clubs, etc.), we kindly ask that you and your child leave the school grounds promptly once they have been collected. The gates will be locked at 3:40pm at the latest every day.

- **Supervision:** Once your child has been handed over, they are your responsibility. Our school supervision ends at the designated collection time.
- **Safety risk:** Children must not play on the playground equipment at the end of the school day as our insurance does not cover for its use out of school hours.
- **Access:** It allows us to secure the school gates and premises efficiently for the evening.

We appreciate that children sometimes want to stay and play with their friends, but we must insist that they leave the school premises immediately with you. If you wish for your child to play with their friends, please arrange to visit a local park or an alternative safe location outside of school hours and off school property.

Thank you for your support with these end of day routines. If you have any questions please do not hesitate to speak to a member of staff.

Kind regards



Mrs N Clarke
Deputy Headteacher

Ready, Respectful, Safe