

Learning and Caring Together,
“...they will flourish in the courts of our God.” (Psalm 92:13)

Wednesday 2nd September 2026

Dear Parents/Carers

ARRIVAL AND DISMISSAL SEPTEMBER 2026

Dear Parents/Carers, I am writing to share arrival and dismissal procedures for your child/children's new classes. Staff will be out to support with this, on the first day back too.

ARRIVAL

Caterpillars and Butterflies (Nursery)

The EYFS gate will open at 8.35am. On arrival to school, make your way through the EYFS gate with your child, turn right up the ramp and continue to follow the path round to the Nursery door. Wait here until 8.40am and staff will open the door and welcome the children as they enter. To avoid congestion, and children feeling overwhelmed, we ask that parents stand away from the door area and watch from the playground as children are welcomed by staff. Once you have seen your child safely into school, please return to the EYFS playground gate promptly, via the slope (not the steps).

Bumble Bees and Honey Bees (Reception)

The EYFS gate will open at 8.35am. On arrival to school, make your way through the EYFS gate with your child. Please wait on the lower EYFS playground until the bell goes at 8.40am. Staff will open the door to the classroom and welcome the children as they enter. Reception children need to walk up the steps to reach the classroom door. To avoid congestion, and children feeling overwhelmed, we ask that parents do not accompany children to the door but watch from the playground as they are welcomed into school by staff. Once you have seen your child safely into school, please leave the EYFS playground gate promptly as we need to close and lock exits promptly.

Bats and Robins (Year 1 and Year 1/2)

The lower playground gate / Brambles entrance will open at 8.35am. On arrival to school, make your way through the gate. Please wait on the playground until the bell goes at 8.40am. Staff will open the Brambles Main Entrance and welcome the children as they enter the building. To avoid congestion, we ask that parents stand away from the door area and watch from the playground as children are welcomed by staff.

Frogs (Year 2) Foxes (Year 3) and Spiders (Year 4)

The lower playground gate / Brambles entrance will open at 8.35am. On arrival to school, make your way through the gate. Please wait on the playground until the bell goes at 8.40am. Staff will open the door at the top of the steps and welcome the children as they enter the building. To avoid congestion, we ask that parents stand away from the steps area and watch from the playground as children are welcomed by staff.

DISMISSAL

Caterpillars and Butterflies (Nursery)

Please note dismissal location is different to morning arrival. The EYFS gate will open at 2.55pm for dismissal at 3.00pm. Please wait on the canopy/hedge side of the lower EYFS playground for the Nursery children to be dismissed from the slope. Please exit promptly to ensure a smooth and safe dismissal for all. EYFS children with siblings in Key stages 1 and 2 will be dismissed from this playground at 3.10pm and older siblings can be collected from their designated dismissal points, as below, at 3.15pm. Please ensure that your child's teacher / key worker is aware that you would like to use this option for sibling collection.

Bumble Bees and Honey Bees (Reception)

The EYFS gate will open at 2.55pm for dismissal at 3.00pm. Please wait on the railings side of the lower EYFS playground for the children to be dismissed from the slope. Please exit promptly to ensure a smooth and safe dismissal for all. EYFS children with siblings in key stages 1 and 2 will be dismissed from this playground at 3.10pm and older siblings can be collected from their designated dismissal points as below at 3.15pm. Please ensure that your child's teacher / key worker is aware that you would like to use this option for sibling collection.

Robins and Bats (Year 1 and Year 1/2)

The EYFS gate will be open for Key Stage One dismissal from 3.10pm for dismissal at 3.15pm. Please wait on the canopy/hedge side of the playground for the Year One children to be dismissed from the slope. Please exit promptly to ensure a smooth and safe dismissal for all.

Frogs (Year 2) and Foxes (Year 3)

The lower playground gate / Brambles entrance will be open for Key Stage Two dismissal from 3.10pm for dismissal at 3.15pm. Please wait in the playground, by the canopy with the musical equipment, for the children to be dismissed from the path at the side of the school. Please exit promptly to ensure a smooth and safe dismissal for all.

Spiders (Year 4)

The lower playground gate / Brambles entrance will be open for Key Stage Two dismissal from 3.10pm for dismissal at 3.15pm. Please wait in the playground, by the canopy nearest Brambles, for the children to be dismissed from the steps. Please exit promptly to ensure a smooth and safe dismissal for all.

Thank you for always being supportive and understanding regarding our duty to keep everybody safe at St Edward's

All staff are expected to report and address safeguarding and health and safety concerns so here are a few gentle reminders that we need to signpost:

- Staff need to prioritise safeguarding at arrival and dismissal and will not be able have individual discussions with parents/carers. Please use Dojo to relay messages for the beginning of the day. Staff will be more than happy to speak face to face once all children have been safely dismissed at home time. If you need to speak with staff, please wait patiently until they are available.
- Please ensure that you are prioritising your child/children's supervision, at all times, and do not allow them to access and use the playground equipment and resources at the beginning or end of the day.
- Parents/carers are not permitted to use the school carpark. Restrictions include arrival and collection from Brambles and arrival and collection for community groups, such as Scouts and Brownies. Exemptions can be sought, due to exceptional circumstances. Authorised vehicle registrations are logged in the office and compliance is monitored.

Thank you for your co-operation in making the start of the academic year as smooth as possible. We look forward to welcoming you all back.

Thank you,
Mr Mckay