

Hobbs Hill Wood Primary School

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Headteacher: Miss S Hunter, BA (Hons) & NPQH



'Improving outcomes for all our pupils through high quality teaching and learning'

Dear Parents and Carers,

I have recently been reviewing our end of day arrangements, and I have identified that the current KS2 collection process, where parents wait outside the school gate and children walk independently from their classroom to meet them, creates a period of time where supervision is less clear. To ensure a safe and well-managed handover at the end of the school day, **we will be introducing new collection arrangements for Key Stage 2 from Monday 28th September 2026.**

Alongside the safeguarding benefits, we believe this change will provide a warmer and more welcoming experience for families. Having parents on site at the end of the day offers opportunities for informal communication with class teachers when needed and strengthens the partnership between home and school. Most importantly, it allows for a clear and safe handover of children from school staff to parents and carers.

What will happen?

- The school gates will open at 3.25pm.
- Parents and carers collecting children in Years 3 to 6 should enter the school site via the Y3/4 or 5/6 gates, follow the path around the school and wait in the Blue Courts.
- Designated collection areas for each class will be clearly signposted.
- Children will be escorted from their classrooms to the playground by their teacher at 3.30pm and will remain with their class until collected.
- Teachers will dismiss children individually once they have seen the parent or carer collecting them.
- To ensure the school site remains secure for after-school clubs and activities, the gates will be closed promptly after dismissal by 3.35pm at the latest.

Year Group	Collection Area
Year 3	Parents to wait on ramp on one side, allowing exit on the other side, children dismissed from under canopy
Year 4	Parents to wait by the football goal
Year 5	Parents to wait by the basketball hoop
Year 6	Parents to wait by the gym equipment

Independent Walkers (Years 5 and 6)

We recognise that some older pupils travel home independently. Parents of children in Years 5 and 6 have the option to complete the permission form below, allowing their child to leave the school site without an adult collecting them. [End of school day arrangements - Year 5 & 6 – Fill in form](#)

After School Clubs

The same collection procedures will apply to all after-school clubs. Children will be collected from the front office for after school clubs or via Treetops where appropriate. Only children in Year 5 and 6 who have completed a permission form will be allowed to leave the school site without an adult collecting them.

We appreciate that any change in routine can take a little time to adjust to and there might be some teething problems, but we are confident that these arrangements will enhance pupil safety, improve the end of day experience for families and support a smooth transition from school to home.

Thank you for your support as we implement this new procedure. As always, please speak to a member of staff if you have any questions.

Kind regards,

A handwritten signature in black ink, appearing to read 'Stephany Hunter', with a stylized, flowing script.

Stephany Hunter
Headteacher