



Acting Head Teacher
Mrs N Milton

All Saints Church of England Primary School

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Friday 25th September 2026

Dear Parents and Carers,

We are writing to outline our end-of-day arrangements and to explain how these procedures help us to safeguard all children.

The end of the school day is a particularly busy time, and strict arrangements are necessary to ensure that children leave the school safely and promptly.

Once a child has been dismissed, they must leave the school building and will not be permitted to re-enter it. Children must not return to the building to collect forgotten belongings. If your child leaves an item at school, they will need to collect it on the following day.

These arrangements are essential for safeguarding. Once children have been dismissed, we cannot have them walking around the school building or grounds unsupervised. Allowing children to re-enter would make it more difficult for staff to monitor who is on the premises and could compromise the safety of all children.

If you need to speak to your child's class teacher, please wait until all the children in the class have been dismissed before approaching them. Alternatively, please contact the teacher by email to arrange an appointment, this can be found on your child's class page on the school website or on the phase newsletter. Staff must remain focused on supervising and safeguarding children during dismissal.

Teachers remind children at the end of each day to check that they have everything they need to take home, including their coats, lunch boxes and water bottles. Please support us by reminding your child to check their belongings before leaving school.

Thank you for your understanding and continued support in helping us to maintain a safe and orderly end to the school day.

Kind regards,

Miss Daly
Acting Deputy Headteacher



Our All Saints family shall ARISE and shine for the light of The Lord is upon us

