



Hatton Hill Highlights...

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2025/26

Year 3 and 5 End of Day Dismissal Arrangements

Dear Parents and Carers,

It is critically important that our children are dismissed in an orderly manner for their safety. Year 3 and Year 5 children are taken from their classrooms and onto the playground at the end of the school day. They are then dismissed by the teacher when a parent or carer is seen. This will be done as quickly as possible, but always with children's safety as our first priority.

To enable teachers to do this safely, we ask that **parents do not wait in the red areas marked on the plan below**. Teachers need to be able to direct the children safely without distraction. We are keen to work closely with parents so if you do need to speak to the teacher, please make an appointment or wait until all the other children have left.

I have provided a helpful image below which shows where parents should be waiting (green) away from classroom windows and areas which should be kept clear (red). Children will line up (white) outside their classrooms from where they will be dismissed.



If the red areas are crowded when teachers exit the building, I have instructed teachers to return to class and call for support to clear the area. I appreciate this could cause delay so please ensure you wait for your child in the area marked. Remember, learning finishes at 3.25pm so it may be 3.30pm or slightly later before your child is dismissed. We will, however, always aim to ensure that parents are not kept waiting.

We thank you for your continued support.

Yours faithfully,

Mrs James

Headteacher