



HILLINGDON PRIMARY SCHOOL

Learning and Achieving Together

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Wednesday 3rd September 2025

Dear Parents and Carers,

September 2025

Arrival and Dismissal Arrangements - Year 1 to Year 6

We look forward to welcoming children back to school tomorrow (**Thursday 4th September**). Whilst timings for the school day are the same as last year, we have made some logistical adjustments to arrival and dismissal procedures for some year groups; please see below for further information. Staff will also be on duty to guide parents/carers and children at the beginning and end of the school day on Thursday and Friday. We hope that these changes make routines smoother for the beginning and end of the day, but we will review this and, if necessary, communicate any further adjustments to you accordingly.

Start and Finish Times:

	Reception, Key Stage 1 and Key Stage 2	Gates Open	Gates Close
Start Time	8.45 am	Gates open at 8.30 am. School doors open at 8.35 am	Gates close at 8.45 am. School doors close at 8.45 am.
Please note: Pupils should be in their classroom by 8.45 am so that lessons are able to start promptly. They should not come in through the gate at 8.45 am. Pupils who are regularly late miss out on important learning. This puts them at a disadvantage to their peers.			
Finish Time	3.15 pm	Gates open at 3.05 pm - please be at school to collect your child by 3.15 pm	

Late Arrivals: We do understand that traffic in Hillingdon can be unpredictable and that sometimes events happen and a child is late to school. We would much prefer a child to arrive late than not come to school.



A Member of the Elliot Foundation Academy Trust

However, regular lateness at school is not acceptable as pupils miss valuable learning. It is important that we teach our pupils that being punctual is important as we prepare them for life in modern Britain. It is a parent's responsibility to ensure they arrive at school on time.

All gates will close at 8.45 am apart from the main gate on the Uxbridge Road, which closes at 9.00am.

Closing the gates maintains the school's security during the school day.

Pupils arriving after 8.45 am will be recorded as late, alongside the reason for lateness and will need to enter the school via the school gates on the Uxbridge Road from this time and enter via the main entrance.

Arrival and Dismissal Arrangements

New Year Group	Arrival Arrangements	Dismissal Arrangements
<p>Key Stage 2 - Children whose parents have given permission for them to walk home alone will be dismissed from the school premises from 3.15 pm. No child will be allowed to walk home alone until parents have emailed permission to Ms Childs (Welfare Manager) schilds@hillingdonprimarieschool.org.uk and have received an acknowledgement from Ms Childs. We ask that parents ensure they have held a safety talk with their child about their route home and what to do if they are concerned about anything on the way home.</p>		
Year 6	Pupils should enter via the side door - new building.	Pupils will be dismissed from the large hall door- near the reception area/Uxbridge Road entrance.
Year 5	Pupils should enter via the old building - doors on the key stage 2 playground.	Pupils will be dismissed from the Key Stage 2 playground - amphitheatre area.
Year 4	<p>Pupils should enter via the old building - doors on the key stage 2 playground.</p> <p>On Thursday 4th September and Friday 5th September pupils will line up on the playground at 8.40 am. This will ensure that pupils are comfortable about finding their classrooms. The class teacher will be holding up a sign with the class name at arrival time, so your child will know where to line up. The sign will also be held up at dismissal time this week.</p>	Pupils will be dismissed from the Key Stage 2 playground - near to the quiet area.
Year 3	Pupils should enter via the old building - doors on the key stage 2 playground.	3J and 3A will be dismissed from the Key Stage 2 playground on the far left-hand side wall 3AA will be dismissed via their

	<p>On Thursday 4th September and Friday 5th September pupils will line up on the playground at 8.40 am. This will ensure that pupils are comfortable about finding their classrooms. The class teacher will be holding up a sign with the class name at arrival time, so your child will know where to line up. The sign will also be held up at dismissal time this week.</p>	<p>classroom door (opposite the bike rack).</p>
Key Stage 1		
Year 2	<p>Pupils should enter via the old building - doors on the key stage 2 playground.</p> <p>On Thursday 4th September and Friday 5th September pupils will line up on the playground at 8.40 am. This will ensure that pupils are comfortable about finding their classrooms. The class teacher will be holding up a sign with the class name at arrival time, so your child will know where to line up. The sign will also be held up at dismissal time this week.</p>	<p>2S and 2B Pupils will be dismissed from the old building. The door facing the new building.</p> <p>2J will be dismissed via their classroom door (opposite the picnic benches)</p>
Year 1	<p>Pupils enter via their classroom door.</p>	<p>Pupils exit via their classroom door.</p>
<p>Pupils starting the Nursery and Reception classes in September 2025 have their own start and finish times for the beginning of term. Pupils in the Nursery and Reception enter and leave via their classroom doors.</p>		

Best wishes,

Ms Sabrina Kelly
Co-Principal

Ms Samina Saidiya
Co-Principal