



HILLINGDON PRIMARY SCHOOL

Learning and Achieving Together

Principal: Mrs Ann Bowen-Breslin (MA)
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Tuesday 14th June 2022

Preparing for September 2022

Dear Parents and Carers,

Please find below information about changes to the arrival and dismissal times from September 2022.

Why?

1. The need to meet the Department for Education's (DfE) revised required school hours per week from September 2022: 32 hours and 30 mins.
2. A review of the pre-COVID-19 start and finish times to consider the additional children and parents/carers on site at arrival and dismissal times. We have moved from a two form to a three form entry school. We became a fully three form entry school in September 2018.

Current start and finish times

	Pre-Covid EYFS / Key Stage 1	Pre-Covid Key Stage 2
Start Time	9.00 am	8.50 am
Finish Time	3.15 pm	3.20 pm
Time at school per day	6 hrs and 15 mins.	6 hours and 30 mins.
Time at school per week	31 hours and 15 mins. We taught the recommended number of teaching and learning hours but the DfE has now introduced a requirement for pupils to be on the premises for a set number of hours.	32 hours and 30 mins.

Throughout COVID-19 we kept to the published pre-COVID times. However, we introduced extended time slots for arrival and dismissal to ensure social distancing.

New start and finish times from September 2022

	Post-Covid EYFS / Key Stage 1	Post-Covid Key Stage 2
Start Time	8.45 am	8.45 am
Changes	15 mins earlier	5 mins earlier
Finish Time	3.15 pm	3.15 pm
Changes	No change	5 mins. earlier
Time at school per day	6 hours and 30 minutes	6 hours and 30 mins.
Time at school per week	32 hours and 30 mins.	32 hours and 30 mins.

Nursery: Start and finish times - there are no changes.

	Pre-Covid Nursery	Post-Covid Nursery
Start Time	Morning session: 8.45am Afternoon session: 12.15pm Full-time: 9am	No change
Finish Time	Morning session: 11.45am Afternoon session: 3.15pm Full-time: 3pm	No change
Time at school per day	Morning and afternoon sessions: 3 hours Full-time: 6 hours	No change
Time at school per week	Morning and Afternoon sessions: 15 hours Full-time: 30 hours	No change

Additional Information: (including details of arrangements that were introduced in response to the COVID-19 pandemic and will be maintained as they proved successful):

1. We will build in time slots for arrival and dismissal so that parents/carers are not arriving/leaving the site at the same time.
2. Ensuring all pupils, parents and carers enter and leave during the same time slots means that we can secure the site at a set time.
3. For Years 6, 5, 4, 3 and 2, we now have dismissal points in different areas of the playground to avoid congestion around doors. The dismissal and arrival of EYFS and Year 1 pupils is via their classroom doors. Nursery start and finish times remain the same.
4. The 4.30 Club will start at 3.15pm and finish at 4.30pm promptly.

5. The Breakfast Club will continue to start at 7.30am - pupils will be taken to their classrooms at the start of the school day.

We hope that these changes will be received favourably by our school community. If you have any questions about the rationale for the changes please send an email to Louise Daniel, Policy and Communications Lead, at clerk@hillingdonprimaryschool.org.uk by Monday 27th June and we will provide further information, either individually or collectively depending on the number of queries received.

Best wishes,

A handwritten signature in black ink that reads "Ann Bowen-Dreslin". The signature is written in a cursive style.

**Principal
Hillingdon Primary School**