



HILLINGDON PRIMARY SCHOOL

Learning and Achieving Together

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Monday 24th July 2023

Dear Parents and Carers,

September 2023

Arrival and Dismissal Arrangements - Year 1 to Year 6

I hope your child is enjoying the first day of the holidays.

Please find below information about arrival and dismissal arrangements for the first day of the autumn term.

We return on Wednesday 6th September 2023.

Staff will be on duty to guide parents/carers and children. Please be reassured that your child will be safe if you need to take a little extra time finding their dismissal point on the first day.

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 collect your child by 3.15 pm/3.20 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.

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. Punctuality at work will be an expectation. 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. **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.

From 8.45 am to approx. 9.00 am they will enter the school via the school gates on the Uxbridge Road.

From approx. 9.00 am they will enter through the main school entrance.

Arrival and Dismissal Arrangements

New Year Group	Arrival Arrangements	Dismissal Arrangements
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@hillingdonprimaryschool.org.uk and you have received an acknowledgement from Ms Childs.		
Year 6	Pupils should enter via the side door - new building.	Pupils will be dismissed from the Key Stage 2 playground - amphitheatre area.
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	Pupils should enter via the old building - doors on the key stage 2 playground.	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. On Wednesday 6th September and Thursday 7th September pupils will line up on the playground at 8.40 am. This will ensure that pupils are comfortable about finding their classrooms.	3J and 3P will be dismissed from the Key Stage 2 playground on the far left hand side wall 3H will be dismissed via their classroom door.
Key Stage 1		
Year 2	Pupils should enter via the old building - doors on the key stage 2 playground. On Wednesday 6th September and Thursday 7th September pupils will line up on the playground at 8.40 am. This will ensure that pupils are comfortable about finding their classrooms.	Pupils will be dismissed from the Key Stage 2 playground - from the 'quiet area'.
Year 1	Pupils enter via their classroom door.	Pupils exit via their classroom door.

Pupils starting the Nursery and Reception classes in September 2023 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.

Thank-you to the majority of our parents who park considerately in the surrounding roads. Unfortunately we do have a core group of parents who cause a hazard to pupils by parking outside the school gate. Please do not block the school gate. It is needed for emergency access. Please do not park in the middle of the road and let your children out of the car. It causes congestion for other road users and causes us to worry about the safety of your child/ren. We have seen pupils who are worried about being late jump out of cars and walk into the path of other cars. Thankfully no one has been hurt up till now.

Best wishes,

A handwritten signature in black ink that reads "Ann Bowen-Breslin". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Ann Bowen-Breslin
Principal
Hillingdon Primary School