



11th September 2026

Dear Parents and Carers,

We would like to clarify our end of day dismissal procedures to ensure everyone is clear about the arrangements and that children can leave the school site safely.

Years 4, 5 and 6 Walking Permissions

If parents of children in Years 4, 5 or 6 have been given permission (either through the parental permissions on the Arbor app, or through changing permissions details at the school office) to walk home, they will be allowed to leave independently from their classroom door or the glass walkway.

This applies whether they are:

- Meeting a parent or carer by the school gate
- Meeting a parent or carer at the top of the road
- Walking all the way home independently

Sibling Collection Arrangements

If you would like siblings to be collected from one classroom, we operate a '**top-down**' approach. This means that older siblings will walk down to their younger sibling's classroom for collection.

For children in Years 4, 5 and 6 **who have walking permission**, they may leave from their classroom door or the glass walkway as outlined above and meet parents or carers at their sibling's class (as organised by parents).

For children in Year 3 and below, we will operate a '**walking bus**' through the school. A member of staff will collect these children from their classroom and accompany them through the school before dropping them off at their younger sibling's classroom for collection.

Alternative Arrangements

If you would like your child in Years 4, 5 or 6 to go to a younger sibling's classroom, but you do **not** wish to give them walking permission, please let your child's class teacher know. We will then be able to make an alternative arrangement.

Thank you for your patience and understanding while we ensure that the correct permissions are in place. It is vital that we know children are safe when leaving the school site, and we would always rather be safe than sorry.

Kind Regards

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