



Highwood Primary School

Mead Way, Bushey, Watford, Hertfordshire, WD23 2AW

Tel: 01923 256210 E-mail: admin@highwood.herts.sch.uk

Promoting Resilience, Achieving Potential

Headteacher Mrs B Rai

19th July 2022

Change of times for the School Day

Dear Parents and Carers,

From September, the school will be changing the school timings. These changes are to work towards the DfE minimum expectation on the length of the school week. We will be adhering to a minimum of 32.5 hours per week. This includes breaktimes and lunchtimes.

This follows the publication of the white paper, “**Opportunity for all: strong schools with great teachers for your child**”. The review showed that extending time in schools can benefit pupils’ outcomes if used well.

The timings will also support pre-pandemic arrangements, where the school team and children have wanted to resume to inviting parents for assemblies and workshops.

The school entrances and exits remain on Bushey Mill Lane and Mead Way, **but** please see below the new procedures in place from September:

Nursery & Reception

For the morning drop off, all parents and carers are to walk with their children to the **Nursery Gate** and say goodbye. However, for the end of day pick up, parents and carers are invited onto the courtyard outside the Nursery classrooms but they must wait behind the line marked with the drain covers, until the teacher has dismissed the entire class. Please ensure younger children stay with you and do not approach the classrooms or play with the equipment.

Year Group	Entry time	Exit time
Nursery (morning)	8.45	11.45
Nursery (afternoon)	12.15	3.15
Nursery (full time)	8.45	3.15
Reception	8.45	3.15

Year 1 and 2

For the morning drop off, all parents and carers are to walk with their children to the **gate by the amphitheatre** (which will now be known as the Key Stage 1 entrance gate) and say goodbye. However, for the end of day pick up, parents and carers are invited onto the courtyard outside Years 1 and 2 classrooms but they must wait behind the white line, until the teacher has dismissed the entire class. Please ensure younger children stay with you and do not approach the classrooms or play with the equipment.

Year Group	Entry time	Exit time
Years 1 and 2 (KS1)	8.50	3.20



Years 3, 4, 5 and 6

For the morning drop off, all parents and carers may walk with their children to the **Key Stage 2 Courtyard Gate** and say goodbye. However, for the end of day pick up, parents and carers are invited onto the courtyard outside their child's class but they must wait behind the white line, until the teacher has dismissed the entire class. Again, please ensure younger children stay with you and do not approach the classrooms or play with the equipment.

Year Group	Entry time	Exit time
Year 3 to 6 (KS2)	8.50	3.25

Due to Health & Safety regulations and for safeguarding reasons, no child or sibling will be allowed to use the large play equipment, games, and toys around the school at the start and end of the school day. They cannot enter the cloakrooms to use the toilets. They will need to go to the main entrance to use the toilet in the Family Centre.

- All classes will be dismissed safely by the school team. Please keep a distance so that the staff member dismissing the class can see the children's parents/carers clearly.
- If you wish to speak to the class teacher at the end of the day, please wait until everyone has been dismissed.
- Please refrain from distracting the school team during dismissal of children.
- If you need to pass a message to the teacher for the start of the day, please email the office staff on admin@highwood.herts.sch.uk, or pop round to the office so that we can get this information to them.
- Due to safeguarding reasons, please leave the school grounds promptly and safely or as directed by school staff.

Thank you for your continued co-operation, support, and understanding.

Kind regards,

Mrs Bindu Rai
Headteacher