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Partnership of

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26th March 2026

Dear St. Mary's School Community

In keeping with our ongoing commitment to strengthening the sense of belonging for every member of our school community, we will be introducing a new approach to the start and end of the school day. This change will begin immediately after the Easter break, and we will continue to review it throughout the Summer Term.

Opening the School Site for Direct Classroom Drop Off and Collection

From the first day back after Easter, parents and carers will be invited onto the school site each morning to drop children directly at their external classroom doors. Please note that parents must not enter the school building other than through the front office. This arrangement will apply to both the Infant and Junior sites.

Our aims are to:

- Encourage a stronger sense of belonging and connectedness across the whole community
- Provide greater opportunities for light touch, positive engagement between parents and class teachers
- Reduce the need for other forms of communication via ClassDojo etc.
- Support children to begin their day calmly and confidently, with the right information shared
- Create space at the end of the school day to celebrate successes and highlight any concerns that may require follow up

Morning Arrangements

The school site will open at 8.30am for all families. You may enter through any school gate and walk your child or children to their classroom door. After drop off, you may exit through whichever gate is most convenient for you.

If you are dropping off Infant children first and then Junior children, we encourage you to exit via the nearest gate to the classroom. This might be the Swimming Pool Gate or the Yellow or Green Gates next to the main school office. Year 5 and Year 6 children may continue to arrive at school independently if this is your preferred arrangement.

Please note that the gates will close promptly at 8.45am. After this point, children will walk to their classrooms independently or be taken by a member of the staff team. This will ensure that we can secure the site safely and allow movement around the school for learning to begin from 8.50am.

Confidently me - Belonging Together - Challenged to contribute
Achieving together in God's light



Afternoon Arrangements

At the end of the school day, all Infant children (Reception to Year 2) must be collected from their classroom doors before parents move on to collect older siblings in the Junior classrooms. This will ensure that our youngest pupils remain safe and are handed over directly to a known adult.

If you wish your Year 5 or Year 6 children to leave the school site independently, they may continue to do so. Please inform your child's class teacher of this preference so that we can ensure our records remain up to date.

Supervision and Support

Teachers will be available at classroom doors from 8.30am each morning to welcome children into school, and they will also hand children back to parents and carers at the end of the day. There may be an opportunity for a very brief conversation at these times, particularly to share quick messages that support the children. However, these moments will not be suitable for longer discussions. If you need a more detailed conversation, please contact the class teacher to arrange an appropriate time.

Members of the Senior Leadership Team will be present around the site to support families as everyone becomes familiar with this new routine. We hope that this approach will strengthen everyday communication, enhance the sense of shared community, and help every child feel supported and known. If there are specific questions or requests related to this, please initially contact your class teachers and the Senior Leadership Team will support any variation or alternative plan.

Key Points to Note

- We ask that **mobile phones are not used on the school site** at any point, including phone calls or any other use.
- **No children or adults should use any playground or sports equipment** that is installed on the site or set out for Physical Education lessons or clubs.
- Parents are expected to **behave in a respectful and calm manner while on school grounds**. If behaviour becomes inappropriate or causes concern, the school may take steps that include limiting or withdrawing permission to enter the site.
- At the beginning and end of the school day, **teachers are focused on welcoming pupils safely into class and ensuring an orderly dismissal**. For this reason, there will not be time for a full discussion with your class teacher at these times.
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Thank you, as always, for your cooperation and partnership. We look forward to seeing the positive impact of this change across the Summer Term.

Yours sincerely



Mr Timothy Samuel
Executive Headteacher

