



Bishop Wood C of E Junior School

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Mr G Stanley, Headteacher

Tuesday 24th September, 2024

Dear Parents/Guardians,

RE: NEW END-OF-DAY DISMISSAL PROCEDURES – EFFECTIVE MONDAY, 30TH SEPTEMBER

We are updating our end-of-day dismissal procedures from Monday, 30th September, to ensure the safety of all pupils at Bishop Wood CofE Junior School.

End of Day Dismissal Form

Please click on the following link to provide the necessary information regarding how your child will be dismissed, authorised adults for pick-up, and any special dismissal requirements.

<https://docs.google.com/forms/d/e/1FAIpQLSf3fKGlhN7gg0u7x-H1ph2j42JGDfGOXF8W-wneDZl7R3ZawQ/viewform>

The deadline for completing this form is **Thursday 26th September**.

Dismissal Procedure Changes

From Monday 30th September, children being picked up from school by a parent or an authorised adult will be picked up from the field side only. Please see figure 1 below for where each class will be dismissed.

If your child walks home or gets picked up by a parent or an authorised adult outside of the school gates, then they may exit the school via the front gates or the back gates.

Children attending after school clubs will be released from the classroom prior to the rest of the children being dismissed from the field.

Please note, if there is a previously arranged dismissal agreement with Mr Stanley, such as a medical, SEND or safeguarding need, this will continue as normal.

Figure 1 - Field Dismissal



Important Note

If an adult who is not listed on the dismissal form, arrives to collect a child, staff will call the parent of the child for confirmation before allowing the child to leave. With this in mind, if your child is going on a play date, please inform the office by 9am of the morning of the playdate, at latest.

Late Collection

If a pupil is not collected before 3.40pm, they will be taken to the office. The office will then contact parents to arrange collection.

Thank you for your cooperation and continued support.

Kind regards,

Mr J Patten
Deputy Headteacher
Bishop Wood CofE Junior School

