



WILLIAM HARDING SCHOOL
Aim high... Work hard... Be kind...

WILLIAM HARDING SCHOOL

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Head Teacher: Miss T Cotchin BA(Hons) PGCE NPQH



12 September 2023

Dear parents and carers,

Re: Year 3 gate

We want to express our sincere gratitude for your patience and cooperation as we continue to refine our school gate procedures to ensure the safety and efficiency of our pupil dismissal. We are committed to making the process as smooth as possible for all parents and children.

We appreciate your understanding as our teachers familiarise themselves with both students and parents. Rest assured that as this process continues, the dismissal process will become faster and more efficient.

Some of the actions we are putting in place at school include:

1. **Hedge trimming:** We are currently coordinating with the local authority to trim the hedges on either side of the gate by at least a metre. This will greatly enhance visibility as parents approach the gate, ensuring a safer and more streamlined dismissal process.
2. **Additional staff:** We have increased the number of staff members at the gate, with specific instructions to call children's names and move them forward in the line. This proactive approach will help reduce wait times and facilitate a quicker dismissal.

What we would like to ask you to do:

1. **Release times:** To prevent congestion and allow for a smoother transition, we kindly request that parents of Willow and Beech classes refrain from lining up before 3:25PM. This will allow students from Hawthorne and Rowan classes to be released first, minimising any potential crowding.
2. **Avoid Congestion:** After you have collected your child, we kindly ask that you do not linger around the gate for extended conversations. This practise can create congestion and make it challenging for pupils to exit the school premises.

We truly appreciate your cooperation and understanding as we work together to improve the dismissal process for everyone involved. Our primary concern is the safety and well-being of our pupils and these measures are designed to enhance that.

Our School Values are: Inclusion, Perseverance, Honesty, Respect, Responsibility and Collaboration.



By adhering to these guidelines, we can ensure a safer and more efficient school gate experience for all parents, children, and staff. Your continued support is invaluable to us, and we thank you for partnering with us to create a positive and orderly school environment.

Kind regards,

Mrs Sharp and the Y3 Team

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