



# St Michael and St Martin Catholic Primary School

Belgrave Road, Hounslow, Middlesex TW4 7AG

Headteacher : Mrs N Duggan  
Deputy Headteacher : Mrs S Bell  
Chair of Governors : Mr Paul Lemaire



*Learning our faith, Living our faith, Loving our faith*

4<sup>th</sup> October 2023

Dear Parents / Carers

Unfortunately the end of the day is becoming somewhat chaotic and in an effort to continue to improve the safeguarding of children and school premises at the end of the school day we will be implementing the following changes with effect from **Monday 9<sup>th</sup> October 2023**.

Entry to and from the school premises remains unchanged for all year groups with the *exception* that if you are collecting children from KS1 or KS2 (*Years 1 - 6*) from the main playground and then need to access our EYFS department (*Reception and Nursery*) you **must** use the footpath at the end of the school building (Year 2) to make your way around to these classrooms. The field **must not** be used by any pupils or adults at ***any time***.

## **End of school Times for Individual Year Groups**

For clarification please find noted below the end of school timings for all year groups:

AM Nursery – 11.45am (*no change*)  
PM Nursery – 3.30pm (*no change*)  
Reception – 3.15pm (*no change*)  
Years 1 & 2 – 3.15pm (*no change*)  
**Year 3 – 3.30pm**  
Years 4 to 6 – 3.30pm (*no change*)

Please remember that once a child has been handed over to their parent / carer they then become ***your responsibility*** and as such should remain within your eye sight and under your control at all times. Children are **not** permitted to use any or climb on any equipment at this time. This is not only a health and safety concern but we are finding that more and more equipment is being damaged or indeed broken at the end of the school day. With the rising costs of everything we are unable to replace these items. Once collected you are kindly asked to leave the premises as soon as possible.

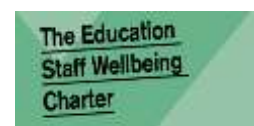
If your family dynamics mean that older secondary school siblings are required to pick up younger siblings at the end of the school day please advise them that they ***should not*** bring groups of friends with them and they certainly should not be using any equipment or playing football / basketball. Staff have been instructed to ask any groups to leave the premises. Should they not comply with any such request then they will not be allowed on the premises at any time in the future and alternative arrangements will need to be made.

Telephone number : 020 8572 9658 Fax : 020 8572 1982

e-mail : [office@stmichaelrc.hounslow.sch.uk](mailto:office@stmichaelrc.hounslow.sch.uk)

[www.stmichaelandstmartin.co.uk](http://www.stmichaelandstmartin.co.uk)

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The end of the school is extremely busy and does not mean that teachers leave school once children have been dismissed. They often have meetings, training courses, reports, marking and planning to undertake. It is unfair to add further pressure to teachers in the event of a missing child or an accident involving a child to their already intense workload.

Thank you for your support and understanding of the above changes.

Yours sincerely



**Mrs Duggan**  
**Headteacher**

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