Heathland Whitefriars Federation

Heathland School
Eastcote Lane, Harrow HA2 9AG
Phone: 020 8422 4503
Email: office@heathland.harrow.sch.uk
Website: www.heathlandschool.net
Headteacher: Miss F R Hopkins

Whitefriars School
Whitefriars Avenue, Harrow HA3 5RQ
Phone: 020 8427 2080
Email: office@whitefriars.harrow.sch.uk
Websites: www.whitefriarsschool.net
Headteacher: Mr P K Vekaria

Monday 3rd November 2025

Re: Reception End-of-Day Dismissal Procedure

Dear Parents/Carers,

We are writing to inform you about the additional measures we have introduced to further support the safe and smooth dismissal of Reception children at the end of the school day. These steps are part of our ongoing commitment to ensure that every child is handed over to the correct adult in a calm and secure manner.

The Reception gates open at **3:05pm**. Two members of classroom staff will be positioned at the exit door, with an additional member of staff positioned in the playground and another by the gate to manage the dismissal, ensuring all children are leaving the gate with their adults.

At home time, please follow these steps to help us keep all children safe:

1. **Please wait in a line** at the end of the ramp near your child's classroom.
2. **The teacher will call each child's name** and hand them over to the correct adult.
3. **Another staff member will say the child's name again** to make sure it is correct before they leave.
4. **If a new adult** (no one under the age of 16) **is collecting your child**, they will need to wait until all other children have gone.
5. New adults collecting a child must know the special **password** you agreed with the teacher at the start of term.

If you would like to talk to the teacher you will need to wait until **after all children have been safely dismissed**.

The Reception gate will close promptly at **3:25pm** and all parents should leave following the one-way system. Please make sure your children **do not play on the large climbing frame** or use any of the outdoor play equipment during home time and morning drop off time.

We appreciate your support and cooperation in following this procedure. If you have any questions or need further clarification, please do not hesitate to ask us.

Thank you for your support.

Yours sincerely,

Miss F R Hopkins and The Reception Team

Heathland Whitefriars Federation, a charitable company limited by guarantee registered in England and Wales, company number 09066965.
Registered office address: Heathland School, Eastcote Lane, Harrow HA2 9AG