

14th November 2025

Re: Primary student collections

Dear Parents and Carers,

We hope you are all well. As part of our ongoing commitment to keeping all children safe, we would like to remind you of our end-of-day procedures, particularly during wet or unsettled weather.

On Wet Days – Classroom Collection

When the weather is poor, children will remain safely inside their classrooms at the end of the day. Parents, carers, or older siblings who collect children should go directly to the classroom door, where staff will dismiss each child one at a time to ensure they leave with the correct adult.

On Dry Days – Playground Collection

When the weather is dry, children will be brought out onto the playground and lined up in their class groups. They will be dismissed by their class teacher once they have seen the parent, responsible adult, or designated older sibling who is collecting them.

Important Reminders

- Please ensure that whoever is collecting your child is known to the school and understands our collection procedures.
- If your child is being collected by someone different, or by an older sibling who is permitted to do so, please inform the school office or your child's class teacher as early as possible.
- Children will only be released once staff have confirmed that the collecting adult or sibling is the correct person.

These routines help us to keep every child safe and ensure a calm, organised end to the school day. Thank you for your cooperation and for working with us to make our dismissal procedures smooth and secure for all.

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These changes will come in effect on Monday 17th November 2025

As a last gentle reminder

If you have any questions, please speak to your child's class teacher or contact the school office.

Warm regards,



M Rooney
Principal Bournville Academy



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