



Friday, 11 January 2019

Re: End of day dismissal

Dear Parent or Carer

Welcome back to the spring term! We hope you have all had a lovely Christmas break.

During Parents' Evening last term, we asked you for some feedback about your school, both my staff and I were overwhelmed with the positive feedback we received from you all. We thank you for this and for many of your kind comments about the staff here at Concordia.

On the questionnaire, we also requested some feedback from you about anything you felt we could improve. There was one common concern that came through, both on the questionnaire and in my conversations with parents, and this was the narrowness of the school gate, which can lead to congestion at the end of the school day. Please be aware that my staff and I raised this as a concern when we were handed the building, unfortunately the design of the gate was not something we had any control over.

To address this concern, we are putting in place the following steps, which will come into effect from **Monday 14 January**:

1. The end of day gate opening will take place at 3.10pm. Parents will be allowed to enter site 5 minutes earlier than usual, and directed towards the canopy where they may wait for the classes to come down.
2. As usual, both classes will arrive in the playground at approximately 3.15pm each day.
However, dismissal will not begin until both classes are lined up in the playground. It is important that this is adhered to so that the efficient dismissal process we have in place at the moment is not affected.
3. Once both classes are lined up, teachers will then begin dismissal as usual.

This change should help alleviate most of the congestion at the end of the day. Do let me know if you have any questions.

Yours sincerely

Raheel Akhtar

Headteacher

