

Hawthorn Community Primary School

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10th November 2025

Dear Parents and Carers,

This is a reminder about our end-of-day pick-up procedures.

EYFS (Early Years Foundation Stage):

Parents should arrive at 3:10pm, enter via the Hawthorn Road entrance, and collect their children from The Barn.

Key Stage 1 (Years 1 & 2):

Parents should arrive at the Broadway Gate at 3:10pm and line up on the playground in the class lines to collect their children.

Key Stage 2 (Years 3 & 4):

Parents should arrive at the Broadway Gate at 3:15pm. Please wait outside the gate or under the gazebo until the KS1 children have left the playground. You can then line up in the appropriate class line for your child.

Once you have collected your child, please leave the playground promptly unless you have arranged to wait for an older sibling.

Children should not be playing in the Apple Tree area, on the trim trails, pirate ship or KS1 climbing wall, and they should not be running around the playground. Please ensure that your child is standing with you at all times.

If you are an EYFS or KS1 parent waiting for an older sibling, please wait by the picnic benches on the EYFS playground. Older children will be sent to meet you there.

As you know, the playground becomes very busy at home time, and it can be difficult for teachers to safeguard the children if these procedures are not followed. We also want to prevent any accidents caused by children colliding with each other or with adults.

Thank you for your continued support and cooperation.

Kind regards

Mrs Jacox

Head Teacher