Horning Primary School

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Tuesday 28th April 2026

Dear Parents and Carers,

Re: End of day arrangements

I am writing to inform you that there has been an increase in the number of pupils, at the end of the school day, stating that they are walking home or not attending an agreed teacher-led club without prior communication with the school office.

This requires staff to make additional phone calls to families to clarify arrangements, while also supervising and dismissing children safely. As a result, delays can occur, making it more difficult to ensure all pupils leave school in a safe and efficient manner.

As a reminder, if there are any changes to your child's end-of-day collection arrangements, **you must inform the school office before 3:15pm** (a message can be left if the phone is unanswered). This allows sufficient time for staff to update records and ensure that your child is aware of the change.

In addition, if your child has been allocated a place in a teacher-led club, attendance is expected. These places are limited, and other pupils may not have been successful in obtaining one. Non-attendance without prior notice may result in the place being offered to another child.

We would also like to remind parents that **parking on the yellow zig-zag lines outside the school is not permitted**. Vehicles parked in these areas obstruct the road, resulting in other road users having to mount the kerb to pass. This has already caused damage to a vehicle, and we ask for your cooperation in keeping these areas clear to ensure the safety of all.

The Horning Team appreciates your cooperation in helping us maintain a safe and well-organised end to the school day.

Kind regards,

Kathryn Andrews
Head of School