



Beeston Primary School

Town Street, Leeds, LS11 8PN

"Engage, Enjoy, Enrich, Excel"

Friday 2nd October 2026

Dear Parents and Carers,

Re: Safe collection arrangements at the end of the school day

We would like to remind all parents and carers of our expectations when collecting children from Key Stage 2 at the end of the school day.

The end of the school day is an extremely busy time, and it is essential that staff are able to carefully supervise the handover of every child and ensure that pupils leave safely with the correct adult.

Please help us by following these arrangements:

- Please do not call your child out of the line or encourage them to come over to you before they have been released by the member of staff.
- Please wait until the member of staff has seen you and has released your child to you.
- Once your child has been released, responsibility for their supervision passes to you.
- If you need to speak to the class teacher or member of staff at the end of the day, please wait until all pupils have been safely released before approaching them.

These arrangements are important because staff need to give their full attention to dismissing pupils safely. Trying to speak to a member of staff while they are releasing children, or calling a child directly from the line, can distract staff at a point when they need to maintain careful oversight of who each child is leaving with.

We appreciate that parents may sometimes need to speak to staff about an important matter, and staff will always be happy to speak with you once they have completed the safe handover of the class.

Thank you for your understanding and cooperation. By following these simple procedures, we can work together to ensure that the end of the school day remains safe and orderly for all our children.

Yours sincerely,

Mr Edensor
Headteacher

Headteacher: Mr. N. Edensor

Tel. No: 0113 2716978

Email: mainoffice@beestonprimary.org

www.beestonprimaryschool.co.uk