



Thursday 21st August 2025

Dear Parents and Guardians,

Re: Primary School Key Updates

It gives me great pleasure to welcome you all back to Capital School for the start of a new academic year. I hope you and your family have enjoyed a restful summer break and that your children are as excited as we are to begin another year of learning, growth, and opportunity. We are looking forward to a year filled with new challenges, achievements, and special moments for every child.

To help ensure a smooth start, I would like to outline the key routines for the beginning and end of the school day.

Morning Routines

- The school gates will open at 7:15am each day. Please note that there will be no supervision before this time, so children should not be dropped off earlier.
- At 7:45am, doors to the classrooms will open, giving children time to settle and prepare for the day.
- Registration will take place between 8:00am and 8:15am, with lessons beginning promptly at 8:15am.

End of Day Timings

- **FS1:** Collection at 1:30pm. During the first two weeks of term, parents may collect from 12:00pm. For the remainder of September, collection will move to 1:00pm.

- **FS2:** Collection at 2:30pm. For September only, collection will be at 2:00pm to support transition.

- **Years 1 – 6:** Collection at 2:30pm.

Please note that these timings, particularly in FS1 and FS2, will be reviewed to ensure the children are adjusting well.

This year, to increase our safeguarding measures, all children are to be collected from the class. Adults collecting need to enter through the relevant entrance (EYFS and KS1 through the normal entrance, KS2 through the entrance by Ms Huda's office).



Late Collection Procedures

- EYFS and KS1 pupils will wait in the EYFS foyer.
- KS2 pupils will wait in Ms Huda's office.

This ensures that children remain supervised and safe until they are collected.

Sibling Care

Sibling care will not begin until the week commencing Sunday 7th September. This allows the EYFS team to give their full attention to supporting our youngest pupils as they settle into school life.

New Office Location

My office has now moved downstairs to the former AI Robotics Room. If my door is open, please feel welcome to come in and speak with me. If it is closed, a weekly timetable will be displayed – please add your name to a slot if you would like to arrange a meeting.

We are excited to see all our pupils back in school and beginning a new chapter in their learning journey. Thank you for your ongoing support in helping us to maintain a safe, structured, and welcoming environment for every child. I look forward to working closely with you throughout the year.

Warm regards,

William Winton
Head of Primary