



Monday 25<sup>th</sup> August 2025

**Dear Parents and Guardians,**

**Re: Important Updates: Morning Drop-Off & Tuesday Dismissal Time**

It was an absolute delight to see so many happy faces this morning. I thoroughly enjoyed catching up with our returning families as well as welcoming new families into our Capital Community.

It has been an extremely productive day, with children spending their day off timetable, getting to know their new teachers and classmates. From tomorrow, all timetable lessons will commence.

As a school, we regularly reflect on our routines, and following our observations and parental feedback this morning, we would like to offer a small adjustment.

The **key timings remain unchanged**: the main gates open at **7:15am** and classroom doors open at **7:45am**. However, we have noticed that the warm weather can make it challenging for some children to wait outside for the full 30 minutes. To support families, we are offering the following options:

- **Drop-off at the MPH from 7:15am.** Pupils will be supervised and taken to their classrooms at 7:45am. Please note, parents cannot remain in the MPH.
- **Wait outside after 7:15am** until classroom doors open at 7:45am.
- **Arrive between 7:45am and 8:00am** and go directly into class ready for registration.

We want to reassure parents that there is **no expectation to arrive at 7:15am**. The earlier gate opening is to support families who prefer to arrive sooner or who may need extra travel time. Registration begins at **8:00am**, and pupils arriving between 7:45am and 8:00am will not miss any learning or be marked late.

The time before 7:45am is safeguarded for our teachers. This preparation time is invaluable for organising classrooms, ensuring resources are ready, and making any final adjustments to planning based on previous learning. By protecting this time, we ensure that every child's school day begins in the best possible way and supports the progress we all want to see.





## Tuesday Dismissal Time

Furthermore, **we are continuing to finish early on Tuesdays, and the end of the day time for Primary is 12:15 for all pupils.** This adjustment ensures that parents with children in Secondary School, whose day ends at 12:30, have enough time to manage pickups.

As always, thank you for your continued support and feedback. I have already welcomed many parents into my new office for quick conversations today, and these positive exchanges are greatly appreciated.

Have a wonderful evening.

Warm regards,

**William Winton**  
Head of Primary