St. John the Evangelist Catholic Academy

part of *St. Gabriel the Archangel Catholic Multi-Academy Trust*

"Lord be thy word my rule."

Principal: Mrs H. Rigby BSc(Hons), PGCE, NPQH

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4th November 2026

Dear Parents and Carers,

CHANGING OF EXIT DOORS FOR KS1

To help improve safety and reduce congestion at the end of the school day, we will be making a change to the collection arrangements for our Year 1 and Year 2 children.

We have noticed that large numbers of parents and carers are gathering in a smaller area during collection time, which can become crowded and make it more difficult for staff to safely dismiss children. The new arrangements will help create a safer environment for everyone and allow children to leave school more calmly.

Year 1 will exit from the hall doors.
Year 2 will exit from the usual KS1 doors.
This will start immediately from today.

Morning drop off will remain the same for both Year 1 and Year 2, please continue to use the usual KS1 door.

When collecting your child, please support us by:

- Keeping the doorway clear at all times.
- Ensuring younger siblings remain close to you and away from the exit area.
- Not calling your child out from the line or doorway.
- Waiting patiently for a member of staff to dismiss your child to you.

These simple steps will help us ensure that every child is collected safely and efficiently.

Thank you for your understanding and continued support. If you have any questions about the new arrangements, please speak to a member of staff.

Yours sincerely,

Mrs H Rigby
Principal