



SANDWELL METROPOLITAN BOROUGH COUNCIL

The Federation of Abbey Infant and Junior School

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www.abbeyfederation.co.uk



Dear Parents and Carers,

We are writing to let you know about a small change to the end-of-day arrangements for children in Reception, Year 1 and Year 2 at Abbey Infant School.

From **Monday 28 September 2026**, we will be trialling a return to dismissing children directly from their classroom doors at the end of the school day.

To help this run safely and calmly, children will remain seated inside their classrooms until a member of staff can see their parent or carer waiting at the classroom door. This will allow staff to ensure that every child leaves safely with the appropriate adult.

We would be grateful if parents and carers could support this arrangement by queuing sensibly in the space beside each classroom door. Please leave a clear route directly in front of the doorway so that children can leave one at a time in a safe, careful and measured way.

We are introducing this trial to support the safety, wellbeing and orderly dismissal of all our younger children. We will monitor how the arrangements work over the coming weeks and review their effectiveness by half term.

RB will continue to be dismissed from the main Reception entrance to avoid a bottle neck with RS.

As has been communicated previously, we kindly request that if you would like to speak with the class teacher as a matter of urgency, that you wait until all children have been safely dismissed. If the matter is not urgent, we would direct you to the year group emails as a means of effective communication.

These are: yr@abbey.sandwell.sch.uk, y1@abbey.sandwell.sch.uk & y2@abbey.sandwell.sch.uk.

Please note that this change applies only to Abbey Infant pupils in Years R to 2. **There will be no change to the current dismissal arrangements for junior pupils in Key Stage 2.**

Thank you, as always, for your cooperation and support.

The EYFS & KS1 Teams

Abbey Infant School

Maurice Road, Smethwick, West Midlands, B67 5LR Tel: 0121 429 1689

Abbey Junior School

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