



Elsley Primary School

Tokyngton Avenue, Wembley, HA9 6HT

T: 020 8902 8003 E: admin@elsley.brent.sch.uk Headteacher: Mr Raphael Moss

September 4th 2024

Dear Parents and Carers,

Birthdays, Security Lockdowns, Curriculum Information Meetings, Arrivals and Late Collections

Birthdays

As we begin this new school year, I want to take a moment to discuss how we will be handling birthday celebrations moving forward. While we understand that birthdays are a special occasion for children, we have made some adjustments to ensure the safety and inclusivity of all children, as well as to reduce any unnecessary financial pressure on families.

Due to a range of factors, including allergies, dietary requirements, and the potential financial burden, we will no longer be able to accommodate cakes or party bags being brought into school for birthday celebrations. Instead, we have developed a simple and meaningful way for children to mark their special day:

1. **Birthday Badge or Sash:** On their birthday, your child is welcome to wear a birthday badge or sash. They can either bring one from home or borrow one from the school for the day. If their birthday falls on a weekend or during school holidays, they may celebrate it when school reopens.
2. **Book Donation:** Reading is a vital part of our lives, and to celebrate this, we invite families to donate a book to our school library in honour of their child's birthday. The book can include an inscription marking the special occasion, creating a lasting memory for your child and enriching our school's collection.
3. **After-School Treats:** If you wish to provide a small treat for your child's classmates, we permit the handing out of small, individually wrapped, nut-free chocolates, such as Cadbury Heroes, after school finishes at 3:15 pm, when other parents are present. This ensures that all children can participate safely.

Security Lockdowns

I would like to inform you about an important safety procedure we are introducing this year.

Following government guidelines, we will be implementing a lockdown 'invacuation' procedure. This is not in response to any specific threat or advice for our school but is a proactive measure to ensure our community is prepared for different types of emergencies.

Just as we practice emergency evacuations each term, it is important that we also prepare for situations that may require staying inside the school building. Our staff will prepare the children by outlining what to expect, so they are aware of the procedure without causing undue concern.

In the event of an emergency, our standard method of communication with parents and carers will be via SMS text messages and emails. We ask that you follow instructions given by the school in consultation with emergency services. To avoid overloading communication channels or creating additional risks, we kindly request that you do not telephone, email, or visit the school during an emergency unless specifically advised to do so.



learning

sharing

achieving

respecting



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Curriculum Information Meetings

I would like to advise you that year groups will be holding curriculum information meetings soon. These meetings are a valuable opportunity for you to meet the staff working with your child and to understand the expectations for the year ahead. We will notify you of the dates shortly, and we strongly encourage all parents and carers to attend, as working in close partnership with the school is crucial for your child's success.

Children's arrival in the mornings:

Soft start is 8:45am until 8:55am when the gates are locked. Children arriving at 8:55am will be late and must be signed in at the office. Help your child develop good habits by arriving early.

In the mornings, children should leave their parents/ adults at the gate to enter the school site. Parents/ carers are not to enter the playground gates.

In a small number of cases where a child is unsettled (eg. in Reception or Year 1,) they may find it difficult to enter the school without their parent/ carer handing over to staff. We will have staff at the gates to support this transition. If this is not possible, the parent/ carer may be asked to wait to the side until other children enter without an adult. A member of staff will then supervise the parent/ carer coming to the classroom to handover to the classroom member of staff.

Children in Nursery should be brought through the main gates on Tokyngton Avenue. There is a walkway to Nursery (see picture). Adults must then exit through the same gates on Tokyngton Avenue.

Only parents/ carers of Nursery children may use this gate to drop or collect their Nursery child.



Fees for late collection (Wraparound care)

School finishes at 3:15pm and children can be collected until 3:25pm.

After 3:25pm parents/ carers will need to collect their child from the office (late collection).

There is a charge for any children not collected by 3:30pm, of £4.00 for the first 30 minutes and then £2 per 30 minutes thereafter as detailed within the policy and fee structure for Wraparound care.

<https://www.elsley.brent.sch.uk/information/wraparoundcare>

If a child has not been collected and/or we have not had contact from a parent/ carer, we will contact police/ social services to ensure the child's wellbeing and safety overnight.

I trust this is helpful in clarifying our expectations to ensure all children are kept safe.

Wishing everyone a successful and enriching year ahead.

Yours faithfully,

Raphael Moss

Headteacher