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## Elsley Primary School

Tokyngton Avenue, Wembley, HA9 6HT

T: 020 8902 8003 E: [admin@elsley.brent.sch.uk](mailto:admin@elsley.brent.sch.uk) Headteacher: Mr Raphael Moss

Monday 11<sup>th</sup> September 2023

Dear Parents/carers,

### Wrap Around Care

Elsley Primary School are proud to be able to offer a Wrap Around Care facility to our pupils and parents. This will include Breakfast Club and Afterschool Care for pupils from across the school.

### Breakfast Club – From Monday 11<sup>th</sup> September 2023

- Pupils must be registered and places must be pre-booked.
- Available Monday to Friday.
- Runs for one hour from 7.45am until 8.45am (the start of soft start and the school day).
- Pupils will need to be handed over to a member of staff, at the main reception area, at the front of school where a member of staff will 'meet and greet'.
- We provide pupils with breakfast.
- Charge: £4 per child per session.
- Staff will escort pupils in Reception and Key Stage 1 to their classes at 8.45am, pupils in Key Stage 2 will make their own way to class.

### Afterschool Care – From Monday 18<sup>th</sup> September 2023

Please remind your child(ren) each morning if they are attending Afterschool Club – Reception and Key Stage 1 children will be collected from their classroom by staff at the end of the day, Key Stage 2 children will make their way to the hall where they will be met by the Wrap Around team.

- Pupils must be registered and places must be pre-booked.
- Available Monday to Thursday.
- Runs for two hours from 3.15pm (the end of the school day) until 5.15pm.
- We provide pupils with a snack.
- Charge: £8 per child per session.





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- Pupils should be collected from the office area at 5.15pm.
- **Additional charges apply for late collection or for places not pre-booked. There is a £4 charge for the first 30 minutes and then £2 per every 30 minutes thereafter.**

### Booking a Place

- Places must be booked in advance via School Money.
- Place are limited to ensure staff to children ratios are correct.

### Please note:

- Pupils will be cared for by two of our school Support Staff.
- Pupils will undertake a range of activities with staff in the hall or playground (weather dependant).
- We require at least 24 hours notice for any cancellations for after school care bookings otherwise charges will still apply.
- If a child is absent from school due to illness, and the school have been notified of the child being ill, a full refund may be made.
- It is important that children are collected by 5.15pm as additional charges will apply for late collection. There is a £2 per 5 minutes charge for any children collected after 5:15pm. This is a penalty charge.

Our Wrap Around service is a new service that will remain under review. Should you have any questions about Wrap Around Care, please contact the school office.

Yours sincerely,

Zahrah Obaydi

Assistant Head teacher

