



learning

sharing

achieving

respecting



## Elsley Primary School

Tokyngton Avenue, Wembley, HA9 6HT

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Updated on March 2<sup>nd</sup> 2026

Dear Parents/ Carers,

**Letter re: 1) Children's arrival in the mornings and 2) Fees for late collection (Wraparound care)**

### 1.Children's arrival in the mornings

We have recently reviewed the routine of children arriving at school. A large number of parents/ carers wish to enter the school site in the mornings. **For the safety and wellbeing of our children**, I wish to reiterate some key messages:

a) 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.

b) 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 have entered without an adult. A member of staff would then supervise the parent/ carer coming to the classroom to handover to the classroom member of staff.

c) Children in Nursery should be brought through the main gates on Tokyngton Avenue. There is a walkway to Nursery before the car park. Adults must then exit through the same gates on Tokyngton Avenue.

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

e) Soft start is from 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.

### 2) Fees for late collection (Wraparound care)

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

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

c) There is a charge for any children not collected by 3:30pm, of £5.00 for the first 30 minutes and then £2.50 per 30 minutes thereafter as detailed within the policy and fee structure for Wraparound care.

d) 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.

Thank you for your support,

Raphael Moss, Headteacher

