



GILWERN PRIMARY SCHOOL

NURTURE – EMPOWER - ACHIEVE

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5th June 2025

Dear Families,

With our new gates and fencing progressing in line with site security regulations, I just want to take the opportunity to clarify how access to school site will work.

Breakfast Club

Breakfast Club runs from 7.55am to 8.40am and is run by our support staff in the school hall. If you require your child to attend between 7.55am and 8.25am there is a £2.00 charge which needs to be booked and paid for in advance through ParentPay. If attending between 8.25am and 8.40am there is no charge, please just turn up, there is no need to book. The new green pedestrian gate will be open from 7.55am. **All learners must be accompanied into the school foyer and handed over to a member of staff.** Please ring the bell on the main door and Breakfast Club staff will meet you.

Breakfast Club doors close at 8.40am. Learners attending Breakfast Club are monitored in the hall by Breakfast Club staff until 8.50am when they are handed over to the class teacher on duty.

Drop off and Collection

For learners not attending Breakfast Club, gates to both Lower Learning Phase and Upper Learning Phase yards open at 8.50am where staff will be on duty. **Please don't leave learners unaccompanied on school site before this time.**

Site gates are locked promptly at 9am and children who are late are required to come in through the main school door, so their attendance can be noted by the office and registers updated.

When collecting learners from Years 3 – 6, please come in through the pedestrian gate and wait for learners in the space around the rear of the shop by the bike racks. Please do not wait in the car park.

Many thanks,

Kind Regards

Mrs. B Edwards
Headteacher