

DOTHILL PRIMARY SCHOOL

Severn Drive, Wellington, Telford, Shropshire, TF1 3JB
Telephone 01952 386870



Head Teacher: Mrs J Thomas

18th September 2026

Dear Parents/Carers

Grandparents' Tea Party – Monday 5th October 2026

We are delighted to invite grandparents to once more join us for a Grandparents' Tea Party on Monday 5th October 2026. We are excited to organise what we hope will be another special afternoon after the success of the last event where the children loved to share their school life with their grandparents.

Booking for this event is available through **ParentPay**. To help cover refreshments and support school activities, we kindly ask for **£2 per grandparent**. Bookings will close on **Friday 25th September 2026**. Grandparents booked in will be signed in on arrival at school. We respectfully ask that **only grandparents** attend this event.

Booking and Safeguarding Information

We will allocate enough tickets for **4 grandparents per family** to attend. For separated families, all bookings should be made through a single ParentPay account to ensure places are allocated correctly.

Please log into **ParentPay** to:

- Make your payment
- Confirm the number and name of grandparents attending / name of children in school
- Indicate whether your child will be leaving school with their grandparent

For safeguarding reasons, children will **only be permitted to leave with a grandparent if this has been confirmed via ParentPay in advance**.

On the Day

Grandparents are invited to arrive at **2.00pm** via the **Delivery Room entrance**, where they will be greeted and escorted to their grandchild's classroom.

Where families have more than one child, we will do our best to bring siblings together in one classroom and have this arranged in advance (we will base this on numbers and space).



Email: dothill@taw.org.uk

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From **2.00–2.30pm**, grandparents and children will enjoy time together in the classroom, taking part in simple craft activities and sharing stories about school life, past and present.

At **2.30pm**, grandparents and children will move to one of our refreshment areas to enjoy tea and cake or biscuits together.

Note: We kindly ask that if a grandparent would like a hot drink, that they **bring their own mug** to help reduce waste/costs rather than the school purchasing single use cups.

At **3:00pm**, just before home time, children will return to their classrooms and grandparents will leave via the library onto the playground. Grandparents may then collect children from classrooms in the usual way.

Please ensure you share this information with grandparents before they attend. We look forward to welcoming our grandparents for what promises to be a lovely afternoon.

Kind regards

Mrs J Thomas
Head Teacher



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