

17th July 2020

Dear Parents/Carers,

We are delighted to be able to offer our Extended Services to you in September. Your child has been put on the relevant registers according to your survey response. Should your requirements in September be different, please contact us in the new academic year before Friday 4th September.

If you have a child commencing in Year R in September, we will communicate during Term 1 regarding Breakfast Club and Afterschool School Club for that year group.

From September 2020 the charges for the relevant clubs are:

Breakfast Club £3.50 per session

Afterschool Club £10.00 per session

Our Extended Services are extremely popular so please note that the changes we have put in place are paramount to your child's, our staff and your own safety. We ask that all parents read this letter carefully to enable you to follow our guidelines, so we can ensure each child arrives and leaves our school safely.

Breakfast Club – Arrival

Parents will not be permitted to drive onto the school site.

The drop off time for Breakfast Club will be between **07.40 – 07.50am** There will be different drop off points for your child depending on what year group they will be in in September. You will drop your child at the drop off point and staff will bring them to their designated room/hall. You should not try to drop your child off before or after this time.

Year 1 & Year 2 – Lancet Lane entrance (year 1 on the small playground, Year 2 on the larger playground)

Year 3, 4, 5 & 6 – side gate (this is the gate to the left of the main gate)

Year 1 and Year 2 will run their own bubbles, Year 3 and 5 will make a bubble together and year 4 and 6 will make a bubble together. These bubbles will not mix. Staff have been assigned to bubbles and they will also not be able to work outside of these bubbles. Children will be encouraged to socially distance and will be reminded to follow the hygiene guidelines in place throughout the school. Children will wash their hands on arrival to their bubble and prior to going to their classroom.

We are not in a position to offer food at the club so, if you wish; you may send a snack in with your child. We ask that this is a healthy snack and does not contain nuts.

We ask that children do not bring any toys, books or soft animals to the club.

Afterschool Club

Your child will be collected from their classroom at the end of the day by one of our ASC supervisors and taken to their bubble room.

Year 1 & 2 – Brook Building

Years 3, 4, 5 & 6 – Orchard Building

Year 1 and Year 2 will run in their own year group bubble. Years 3 and 5 will be grouped together in one bubble and Years 4 and 6 will be grouped together in another bubble. Again these bubbles will not mix.

Please be advised that the ASC will close at a slightly earlier time of **17.30**. However, you may still pick your child up any time up to 17.30. If, for some reason, you are late to collect your child please call the ASC team on 07925291179. Our late collection policy will still be adhered to, so we ask that you have a backup person to collect your child in case this happens. If another person is collecting your child then we will ask for the password.

Collection from ASC

Parents will not be allowed to drive onto site.

The pedestrian gate will be open from 16.30 so parents can walk in. We ask that **all parents** come to the **main office** where there will be a staff member there to help you. If you arrive before 16.30 then press the buzzer for assistance.

We ask that there is only ever one person in reception at all times to collect so please wait outside if another parent is in there.

Parents with children in KS1 will inform staff at the main office who they are collecting and they will then direct you to the correct pick up point down at the entrance to Brook building. A staff member will meet you there with your child. We ask that parents do not enter the KS1 building.

Parents with children in KS2 will have their child brought to them at reception.

Once again we are unable to provide food so please feel free to send a snack in with your child for the end of the day. We would ask that this is a healthy snack and is nut free.

As staff are unable to mix between the bubbles, there may be a time when a bubble has to close.

Apologies for the amount of information in this letter but please know that we are doing everything we can to ensure the safety of all our children, parents and staff. Wishing you all a wonderful end to the rest of the academic year and we look forward to welcoming all our families and children back in September.

Best wishes,

Extended Services Team