

COVID-19 Childcare Arrangements: Updated Guidance

ESPRIT MULTI ACADEMY TRUST

**CHILD CARE PROVISION BASED AT NORTHWOOD BROOM
ACADEMY**

A message from ELT

Your children are precious to you and to us. Recent events have tested and will continue to test us all. As we enter this new era, we know it will be one of the most uncharted times of our personal and professional lives. We must stay united and grounded in our values and core mission. Moving forward, we will be navigating new ways of working, learning and 'being' in the world - I have no doubt that both during and after this pandemic, many things as we once knew them will be, forever changed.

In times of darkness, where do you find light? What we know from working with children is that every child helps us to create joy. A plea from us is to continue to share as much light, fun and compassion as possible in the coming weeks and months ahead because we are going to need it!

Stay safe, well and keep the faith – your support is immensely appreciated

Mrs Moran, Mrs Carrigan, Mrs Glaister xxx

Child care arrangements – Our provision will be *continually assessed* based upon:

1. Local and national Government directives
2. Numbers of children that we need to provide childcare for
3. The health of our team

We are combining the workforce teams of all 3 Trust schools and basing our provision on one site, Northwood Broom Academy. This will allow us to strengthen our workforce and build in capacity, flexibility and support mechanisms FOR ALL. Operating times are 9am – 3pm - do wrap around care times need to be added here?

Stephanie Moran is the named Headteacher, Registered Person, Lead DSL and strategic lead. Shirley Carrigan will deputise. In their absence, Yvonne Glaister will stand in. Jane Gaffney is the Chair of Trustees. Please contact enquire@espritmat.org by email if you have any questions.

PARENT AGREEMENT

I AGREE THAT FOR MY CHILD TO ATTEND CHILDCARE AT ESPRIT MULTI ACADEMY TRUST I **MUST FOLLOW THE GUIDANCE BELOW:**

- Children to arrive at 9am and be collected **no later than** 3pm (7:45am to 5pm for Wraparound Care)
- Allow my child's temperature to be taken on entry using a thermometer.
- Ensure my child wears own clothes which are fresh on each day, we recommend putting clothes straight in the washing machine once returning home from school, to minimise and control the spread of infection.
- Children to have a shower or a bath as soon as they return home from school, again to minimise and control the spread of infection.
- Sports/leisure clothes and footwear to be worn to allow easy access to indoors and outdoors, with a sensible outdoor coat.
- Children to bring sun hats and have sun cream applied before school, so that they can access outdoors in all weathers.
- Up to date contact details for family members must be available within school and emergency contact details should children become poorly/exhibit symptoms of contracting coronavirus.
- If children fail to follow school rules, then parents/carers must immediately collect and places will be withdrawn.
- Parents/carers must treat staff with respect at all times.
- Bring, collect and register my child in and out of the premises.
- Child brings own packed lunch and snacks to school. No food will be provided by the academy.
- Children must arrive by 9am and use the designated hall door to enter the building.
- Parents/carers must follow the social distancing guidelines at all times during drop off and collection times. This will be a one-way system, entering through the main gates and leaving through the car park gates.
- Following Government guidance, children must only attend the childcare provision on the days and times, when they are unable to be cared for safely at home.
- Prior agreement can be made for parents/carers to collect their child at any time during the day but no later than 3pm, or 5pm if booked into the Wraparound Care provision.
- **During arrival and collection parents/carers are asked to comply with the social distancing measure as directed by the government at all times.**
- **Parents/carers MUST NOT park on the academy site or block any gates with their vehicle when dropping off/collecting their child(ren)**

Similar measures will be in place for staff.

Premises

- All handwashing and cleaning protocol remain and intensive deep clean protocol implemented
- No more than 10 children in an allocated group and sub-groups of 3 or 4 created within the main group during activity time.
- Implement 'distance' during activity time and social time across the site
- Staff are not to hold meetings and if needed, remain at distance from one another
- All measures from our COVID-19 risk assessment to continue

<https://campaignresources.phe.gov.uk/resources/campaigns/101-coronavirus>

NOTE: We will review and amend our situation in alignment with Local and National advice/directives.

Appendix 1:

CHILDCARE [from 27th April onwards] Contact details

Roles	Week 6 Team 1	Week 7 Team 2	Week 8 Team 3	Week 9 Team 4	Week 10 Team 5
Named Leader	Lisa Lancaster	Stephanie Moran	Shirley Carrigan	Stephanie Moran	Lisa Lancaster
Admin Lead	Joanne Machin 01782 234379	Jayne Pettitt 01782 234379	Jan Moran 01782 234379	Jackie Rogan 01782 234379	Jan Bellingham 01782 234379
Wraparound Care Lead	Gill Saunders	Deb Leonard	Mandy Glover	Deb Leonard	Donna Baker
Named Group Leaders Child care Lead	EYFS – Annette Twyford KS1 – Sammy Stubbs Y3-4 – Julie Simpson Y5-6 – Joshua BP	EYFS – Claire Shingler KS1 – Olivia Salmon Y3-4 – Danni Clowes Y5-6 – Amy Walker	EYFS – Sally Horton KS1 – Cathy Lewis Y3-4 – Caitlin Clutton Y5-6 – Chloe Bentley	EYFS – Rosalyn Giles KS1 – Melissa Critchley Y3-4 – Janice Wynne Y5-6 – Helen Craddock	EYFS – Nicola Clark KS1 – Nina Grocott Y3-4 – Julia Keen Y5-6 – Peyton Rogers

Childcare Daily Routine

<u>Session</u>	<u>Timeframes:</u>	<u>Entrance & Exit points/Provision Locations</u>
Wraparound Care Welcome	From 07:45am	
<i>Critical actions: Temperatures taken/handwashing/well-being checks/register taken</i>		
Children to enter through hall doors, using directed one-way system. Parents/carers to remain outside following social distancing guidance. On entry, hand washing to take place in bathrooms. Own snacks/food to be brought from home. Activities to be done in the hall or outside (weather permitting)		
Welcome	9am start	
<i>Critical actions: Temperatures taken/handwashing/well-being checks/visual timetable/zones of regulation/manual paper register to be taken and passed to office (via office box outside office) to office staff on duty (named lead to check)</i>		
All children to enter through hall doors, using directed one-way system, parents/carers to remain outside following social distancing guidance. On entry, hand washing to take place in Reception toilets		
Morning Session	9:30am	
<i>Critical actions: Handwashing/Snacks (strictly only own snacks from home to be handled by children only)/Engaging curriculum including sports, drama, music, forest school, computing and media, relaxation, art and story time [adult read aloud]</i>		
Lunch	12pm-12:30pm – EYFS/KS1 12:30 – 1pm – KS2	
<i>Critical actions: Handwashing/Lunch/all tables to be sprayed and wiped down before and after eating/Sharing a positive for the day so far</i>		
Staff and children to remain in allocated rooms to eat lunch – ‘floating support’ on duty to cover lunches of staff		
Afternoon Session	12:30pm – 3pm	
<i>Critical actions: Handwashing/Engaging curriculum including sports, drama, music, forest school, computing and media, relaxation, art and story time [adult read aloud]</i>		
End of Day Dismissal	No later than 3pm (5pm if booked into Wraparound Care)	
Children to leave via the hall, using one-way system and following social distancing guidelines. – PASSWORDS MUST BE CHECKED		

Booking Childcare and Wraparound Care Places:

- Parents/carers will receive a survey via text each Monday 8am, to be completed no later than 9:30am on Tuesday, identifying their childcare needs for the following week. If no response is received by the deadline, it is assumed that childcare is NOT required.
- Parents/carers will receive a text on Tuesday of each week confirming whether their child(ren) have been allocated childcare places for the following week.
- If Wraparound Care is required, parents/carers will receive a text by 4pm each Tuesday with the cost of the following weeks' requested Wraparound Care sessions. Charges will be £3 per morning (7:45am – 9am) and £6 per afternoon (3pm – 5pm).
- Payment MUST be made via ParentPay no later than 4pm each Wednesday. If payment is not received, Wraparound Care places will be withdrawn and parents/carers will be informed. This will not affect their childcare place during 9am – 3pm.
- If Wraparound Care has been requested and the family owe money to the Trust, places will be withheld until all arrears have been cleared. Parents/carers will be contacted to discuss this as soon as possible and arrange payment.
- Parents/carers will receive a-text on Thursday confirming their child's Wraparound Care place.
- Parents/carers will be expected to comply with the Parental Agreement Guidance on page 3 when using the Wraparound Care provision.