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Dear Parents/Carers,

I hope you are all well and you and your children are enjoying the summer break.

Our guidance was finally published on Thursday evening and we have been working around the clock since then to try and put plans in place that follow the government and school guidance as much as possible, whilst meeting the needs of parents/carers and also remaining financially viable.

The following is a guide for parents/carers to help you understand how we need to run the club and the measures we need to have in place to ensure the safety of everyone.

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

The biggest change to how we need to operate is that children have to stay in consistent groups of 15 to minimise the amount of mixing between different groups of children. To accommodate this there are a number of other changes we unfortunately have to make. So whilst this may seem lengthy please take the time to read it through to ensure you are aware of all the changes before we return to club.

We are planning to reopen on Wednesday 2nd September and will run as follows

Bubble 1- reception and year 1- upstairs big room
Bubble 2- year 2 and year 3 – downstairs thrive hive
Bubble 3 – year 4 year 5- down stairs art hub
Bubble 4 - year 6 – upstairs snack room
Each bubble will have 1 member of staff.

We will have limited resources available indoors and outdoors and will be encouraging children to keep 1.5 meters distance.

This may seem like a lot of groups but this is necessary to ensure children stay in consistent groups of 15 across the week. For example a child may only attend three times in one week but will be counted as part of the 15 for the whole week, so the numbers in each group, each day, are lower than 15.

Some other measures that we have had put in place to ensure safety and consistent groups are:

- All parents/carers will be required to commit to a set booking until October half term break
- All sessions booked will be charged for whether or not your child attends the club
- All bookings and cancellations must be made through Charlotte via email

- We will not accept one off bookings but will allow additional bookings, if your child already attends and there is a space within the group they are already in
- Parents/carers will be required to collect their children at 5.45pm to ensure all areas are cleaned with no children present
- Children who attend breakfast club must arrive between 8.00am -8.20am and we will operate until 9.15
- Please come to our usual door for drop off and collection.
Parents and carers will not be able to access the main building; we will collect your child from you.
If somebody is already at the door when you arrive please wait outside the gate so they can leave safely.
- All changes detailed above will be reviewed in October or if new guidance is issued before then.
- If a group is required to close, due to a confirmed case of COVID 19, you will not be charged for the sessions your child is not able to attend.

We have a large waiting list for both breakfast and after school club as other out of school clubs are no longer able to take children from our school.

We fully understand that some of the restrictions we have had to put in place may mean that you do not wish your child to attend the club at present.

With this in mind and us trying to arrange and facilitate staff and rooms for groups of 15, we ask that if your child does not really need their place or you can make alternative arrangement for some or all of your days you can let us know as soon as possible.

Thank you we appreciate patience and co-operation during these difficult times and we look forward to welcoming you back.

Charlotte Gee