

Hawthorn Community Primary School

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Friday 4th September

Dear Parents and Carers,

I would like to thank you for your patience whilst we have been making the final plans for the re-opening of our Breakfast and after School Club, which I am happy to inform you will re-open on Monday 7th September, 2020. Please note that in order to maintain social distancing requirements, this term the clubs may operate in the school hall as well as the Community Room, as this gives us a larger space and will allow us to maintain social distancing. The children will also be organised into the same bubbles as those that are operating in school.

Breakfast Club

Our breakfast Club will operate from 7.40am each morning until school starts. Please note that we will only be able to serve a child breakfast if they have arrived at school by 8.15am.

The cost for each session will be £4.50 for the first sibling, discounted to £3.50 for any additional siblings from the family. A reduced weekly rate of £20 for the first sibling and £14 for any additional siblings will be offered if all 5 sessions in the week are booked.

The breakfast provided will include a range of healthy and enjoyable cereals with semi-skimmed milk; toast with spread and a variety of toppings; yoghurt and a selection of fruit and juices. Food on offer will consider any allergies for registered children. Please note that we will no longer be offering the hot meal option for breakfast.

A variety of games, sports, crafts and puzzles will be available for the children to choose from to keep them occupied before school starts.

After School Club

This term we will be trialling the use of 2 sessions at our after school club, to cater for the different needs of some of our families.

Session 1 will operate from the end of the usual school day until 4.30pm. If parents collect before 4.30pm then the charge for this session will be £4.50 for the first sibling, with additional siblings at £3.50. Again, a reduced weekly rate of £20 for the first sibling and £15 for additional siblings will be available for any family booking all 5 sessions in the week.

Should you require childcare for a longer period our second session will then operate from 4.30pm to 5.30pm, at an additional charge of £4.50 (or £3.50 for additional siblings). This

means that if your child is attending another after school club, i.e. choir when it begins, you will only pay for the second session should it be required.

Any child who attends both sessions must be collected by 5.30pm or an additional late fee of £5 per 15 minutes will be charged to cover additional staffing costs.

The total session charge from the end of the usual school day until after 4.30pm will be £9.00 for the first sibling and £7.00 for additional siblings. This will be discounted to £40 (and £30) if all sessions within a week are booked.

Snacks at After School Club are not intended to be a meal replacement. A range of healthy and enjoyable snacks and fruit will be on offer throughout the week. Children have unlimited access to squash and water throughout the session. Food on offer will consider any allergies for registered children. Snacks and drinks will be available throughout both sessions.

A variety of games, sports, crafts and puzzles will be available for the children to choose from.

Staffing

The Breakfast and After School Club will be operated by members of the school staff. All members of the school staff on duty:

- Have undergone Safeguarding training and know how to follow school procedures for ensuring the safety of children.
- Are first aid trained.
- Have 'Food Hygiene' certificates to ensure the highest standards of Health and Safety.
- Have enhanced DBS checks and, during the recruitment process, have been through 'Safer Recruitment' procedures.

The School's Safeguarding Policy and procedures have been adopted into our wraparound provision.

Booking

Step 1: If you have not already done so, please complete a registration pack and return to the School Office. Once the registration form has been received you will be able to book places on-line for your child.

Step 2: All bookings for next week should be made by completing the form using the link below

[Breakfast and After School bookings w/c 7th September](#)

and payment must be paid on booking by bank transfer to:

Sort code 20-45-77 Account number 90185647

We are looking to streamline this system to allow booking and payment via our on-line SchoolMoney system and will notify you when this system is up and running.

Step 3: Registers for both clubs will be printed a day in advance and no further bookings can be made from this point. If you find yourself in a position over the weekend where you need to book an emergency session for the Monday Breakfast Club, please email the Supervisor and the school will invoice separately for the cost at the end of the month. If you have an urgent need arise for after school care, please contact the School Office via telephone on 01536 512204 who will endeavour to support you, but we may not be able to accommodate this request if spaces are already full.

If you have used childcare vouchers to pay for sessions, this will still be possible. Please contact the school office for further guidance on this matter.

Please note that there are limited spaces available in the clubs and in the first instance priority will be given to those people who indicated that they would need to use the facilities in our survey that was sent out before the summer break.

Step 4: If your child has a medical condition which may require equipment, for example; an epi-pen or inhaler, the club will need an additional device for use in this facility. The school will not be able to transfer classroom medical equipment to the clubs.

Access to the Breakfast and After School Club will be via the rear door of the Community Room. Parents will need to use the buzzer located on the wall by the Community Room gate to gain access. If the buzzer is not answered, please telephone the staff on the After School Club number 07813 478205 to alert staff. Please note that in order to maintain social distancing guidelines, the children will be collected from you at the gate in the morning, or be brought out to you at the gate at the end of the day, rather than you gaining access to the club.

Julie Clubley
Head Teacher