



South Avenue Primary School

South Avenue, Sittingbourne, Kent ME10 4SU

Telephone: 01795 477750

Email: headteacher@southavenue.kent.sch.uk

Acting Head of School: Miss Tracy Cadwallader

17th September 2020

Dear Parents, Carers & Guardians,



Re: Breakfast Club and Platinum After School Club

We have been working hard to re-start our Wrap Around Care Services, Breakfast Club and After School Club. We have now finalised risk assessments and can begin to offer a restricted service from Wednesday, 23 September 2020.

These services are only for children with working parents who need to drop off and collect children before and after the end of the school day, to ensure they can arrive and leave their place of work within their contracted hours.

A strict prior booking service will be used via a booking form, which must be e-mailed to the school at asc@southavenue.kent.sch.uk. No children will be accepted into the clubs without prior booking. All bookings will need to be for a minimum period of 2 weeks. Payment must be made for the full booking period upon confirmation of a place, via BACS. Places will be offered on a first come, first served basis and can be booked for up to one month in advance. **No cash payments will be able to be accepted.** Once booked and paid for, changes will not be able to be made or refunds given.

We have had to make a number of changes and must stress that although there will be stringent safety measures in place, we cannot guarantee that children from separate bubbles (Year groups) will not mix at these times. This could mean that if a child or member of staff tests positive for COVID-19 and has been present in our wrap around care provision, we may have to ask all children in these clubs to self-isolate.

In order to keep to our risk assessment, we have had to cap the number of children attending each day in these clubs. We can take 30 children into Breakfast Club daily and 20 into After School Club. Timings of each provision have changed and costs have been altered to a flat rate for each club. After School Club also has a new venue.

Please see a breakdown below:

Breakfast Club:

Maximum children each day: 30

Venue: Infant Site Hall



Drop Off Point: Infant Site Reception Doors. There is no one way system that can be utilised; therefore, please be mindful of social distancing.

Arrival Time: Children can arrive at any time from 7.45am to 8.15am. Food will not be served after 8.20am.

Cost: £2.00

Children will be seated in rows in Year groups, facing the front of the hall. Siblings will not be able to sit together. They will be served food at their tables, rather than walking up to the servery to collect it. They will be expected to remain seated for the duration of the session. We will endeavour to take individual Year groups onto the playground for a 5 minute run around, weather permitting.

Collaboration, Challenge, Community, Courage, Commitment, Creativity

After School Club:
Maximum children each day: 20

Venue: Infant Site Hall



Collection Point: Infant Site Reception Doors. There is no one way system that can be utilised; therefore, please be mindful of social distancing.

Collection Time: Children can be collected between 3.30pm and 5.30pm

Cost: £7.00

Late collection: If children are collected after 5.30pm a late collection fee of £10 will be made for every further 15 minutes the child/ren is in the care of club staff. If a child/ren has not been collected by 6pm and we have not been able to make contact with any of the phone contacts held by the school, we will make contact with the relevant agencies.

Booking: Attached to this letter is a booking form. This will need to be **completed and returned to us by Monday 21 September**, but places will be issued on a first come first served basis, we cannot guarantee you a place at either club. If you require further booking forms in the future these can be found on the school website in the parent tab within either of the Breakfast or After school Club sections or by following the link

<https://www.southavenue.kent.sch.uk/Wrap Around Care Booking Forms>

Once we have received your booking form we will e-mail you to let you know if you have been successful in gaining a place for your child/ren.

Payment: This will be required within 24 hours of receipt of your confirmation e-mail of a place for your child/ren, which will include payment details for BACS transfers.

Registration Form: If your child has never used either of these facilities before then please complete a registration form at the time of first booking and e-mail in with your booking form. <https://www.southavenue.kent.sch.uk/Wrap Around Care Registration Form>

We will monitor both clubs and if we are able to expand the number of children who can attend we will let you know.

Yours sincerely



Mrs C Telford
Assistant Head