

September to December 2020

Breakfast Club and After School Club

Dear Parents and Carers

At Banks Road Infant and Nursery School we are pleased to be able to continue to offer wraparound care in the form of our breakfast and after school clubs. However due to the current circumstances there will be some changes to the services that we offer.

These changes are to enable us to adhere to the strict guidelines in place for schools, to limit the amount of contact that staff have with parents and to ensure the safe operation of our services. We have carried out a Covid-19 risk assessment to ensure that the services we are offering are Covid-safe. Following strict Government guidance, tables, chairs, floors, toys etc will be cleaned throughout the sessions. We will make full use of the school hall and playground and all our policies and procedures around social distancing and hygiene will be followed, in line with the DfE guidance around extra-curricular provision.

For both Breakfast and After School Club sessions, children will be allocated to a bubble group, which will be determined by their school year group. There will not be the opportunity to mix with siblings or friends from other year groups as there has in the past. Sadly, we are no longer able to accommodate siblings who attend Bispham Drive Junior School for wraparound care.

Parents will not be permitted to come into the school building. For dropping off at Breakfast Club and collecting from After School Club you must line up on the ramp, following the social distancing guidelines. Children will be met at the main door by a member of staff and taken to their bubble group in the mornings and will be brought to the door for collection in the evenings.

Breakfast Club

- Breakfast Club will recommence on Monday 7th September.
- Breakfast Club will open at **7.30am** and last entry will be **7.45am**. We will not be able to admit any children arriving after **7.45am**, we must be very strict about this and children arriving after **7.45am** will be turned away until school starts.
- We will continue to offer a 'drop-in' service. You do not have to book in advance.
- The cost per session will be £5.
- Due to the risk of contamination we will no longer be able to handle cash payments made on the day by parents. Payments made on the day should be in an envelope marked with 'Breakfast Club', your child's name, and the amount enclosed. A box will be available at the door for you to leave your envelope in. We would be grateful for the correct money in the envelope, should you require change it will be sent home

Banks Road, Toton, Beeston, Nottingham, NG9 6HE. Web: www.banksroadschool.co.uk

in your child's book bag on the same day. Banks Road money envelopes are available to purchase at a cost of £4 for 100. We would prefer payments to be made in advance using childcare voucher providers, cash or cheques.

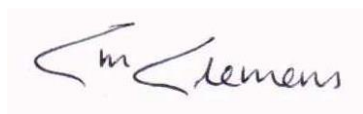
After School Club

- After School Club will recommence on Monday 7th September.
- After School Club will close at the new time of 5.30pm. Collection will be between **5.15pm** and **5.30pm**. We will not be able to release children prior to **5.15pm** and we must be very strict about the latest collection time of **5.30pm**. As it will be necessary to have four separate bubble groups, we will not have staff available for enabling different collection times. We will not be able to keep children later than **5.30pm** owing to staffing ratios, the requirement for a thorough daily cleaning regime and for insurance reasons. Late collections will result in a staff member waiting outside of the building with your child and additional charges being made.
- Sessions must be booked in advance. There will be a limit on the number of children who can attend After School Club. The form overleaf should be returned to school by 24th July 2020, and requests will be considered on a first come, first served basis.
- An invoice will be generated for the term. Sessions will be priced at £12. We would prefer for payments to be made in advance using childcare vouchers, cash or cheques. No refunds will be given, however if your child is absent due to illness or other 'exceptional circumstance' previously agreed with the head teacher, then we are able to carry forward a credit.
- Changes will be made to the menu. We will no longer be offering finger foods to share as we have done in the past; this is owing to a change in the regulations. A new menu will be advised shortly.
- Hand washing facilities will be limited as access to the toilet and sink areas in classrooms will be unavailable, to allow daily deep cleaning. We will ensure that all children wash their hands in the classroom prior to leaving for After School Club, thereafter, hand sanitiser will be available throughout the sessions. If you do not want your child to use sanitiser due to allergies please indicate on the booking form. The disabled toilet will be available for use by children during After School Club and, after using the toilet, children will be able to use the sink to wash their hands.
- If your child has not previously attended After School Club you will be required to complete a contract and registration form. Unfortunately, without the completion of this form your child/children will not be able to attend.

Please note that these arrangements are subject to change as and when the Government guidance changes.

If you wish to discuss any aspect of our wraparound care provision please contact the school office.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Carole Clemens', is written on a light pink rectangular background.

Carole Clemens
Head Teacher

BANKS ROAD INFANT & NURSERY SCHOOL AFTER SCHOOL CLUB BOOKING FORM

Child's Name:		Class:	
Child's Name:		Class:	

➤ Please mark with an 'X' the sessions you require to book for the term, then total up the number of sessions in the 'total' box.

Week Commencing	Monday	Tuesday	Wednesday	Thursday	Friday
7 th September					
14 th September					
21 st September					
28 th September					
5 th October					
12 th October					
19 th October	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY
26 th October	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY
2 nd November					
9 th November					
16 th November					
23 rd November					
30 th November					
7 th December					
14 th December					
Total					

Total Number of sessions booked:	Total Termly Cost: (number of sessions x £12)

I give consent for my child to use hand sanitiser:	
I do not give consent for my child to use hand sanitiser:	

Please find enclosed my payment in the sum of £_____ by cash* / cheque* (*please delete) OR	
I intend to pay by monthly instalments by cash or cheque* / Childcare Vouchers* (*please delete) OR	
I intend to pay by childcare vouchers**	

** If you intend to pay by a Childcare Voucher Scheme please identify your childcare providers by circling the relevant providers:

Edenred	Kiddivouchers	Tax-Free Childcare
Computershare	Salary Exchange	Busybee Benefit
Fideliti	Childcare plus	Sodexo

Please state your childcare reference number:_____

To enable us to allocate your payments correctly please ensure that you include your child's name and the reference "After School Club" in your provider narrative.

- Please return your completed form to the school office by Friday 24th July, places will be allocated on a first come, first served basis.
- Following receipt of your booking form, we will send you confirmation of your booking and an invoice. The invoice will set out a fee for the full term and will also provide a breakdown for a monthly payment option. You will be charged only for the sessions when we are open; i.e. if you book regular Mondays and there is a bank holiday or INSET day, you will not be charged for that day.