

3<sup>rd</sup> September 2020

Dear Parents / Carers

We are delighted to let you know that we will now be offering breakfast club and playcentre provision.

Thank you for your application. Your child has now been allocated a place (according to the details you provided in the school survey).

Provision will be starting from Monday 7<sup>th</sup> September.

In order to ensure the continued safety of children and staff, we are making the following changes:

- Provision will be moved to the Middle Hall
- Children will be kept in separate phases (groups) – the same groups they are in during the school day
- Breakfast Club will run from 8am in the morning. Please bring children to the front office door and a member of staff will meet you and take the children up
- Playcentre provision will run from the end of the school day (from 3:00pm / 3:10pm / 3:20pm or 3:30pm depending on the year group's finishing time). Children will be taken to the Middle Hall by a member of staff.
- A big change is that playcentre will finish at a set time - 5:30pm. All children will need to be picked up at this time. The children will be brought downstairs to the front gate of the school playground. (We will not be able to accommodate children being picked up at different times – due to staffing requirements and the new location of the provision.
- There will be a range of activities on offer – e.g. arts, crafts, construction, reading. There will also be some timetabled sports. Outdoor access will be limited to one or two small groups at a time, due to the fact that we have to keep the children in separate phases (groups).

This term we will be moving to a new electronic payment system, which will make payment much easier– we will send you more details of this in the next few weeks. For the first few weeks, fees will need to be paid to the school office in cash either on the day or in advance of attendance. Thanks for your cooperation with this.

If you need to get in touch with breakfast club or playcentre when sessions are on, please ring the school office or the numbers below if the office is not manned:

Janet (Breakfast Club) - 07958739657

Vicky (Playcentre) - 07958739638

With very best wishes,

Lynne

**Headteacher: Lynne Gavin NPQH, MA, B.Ed (Hons)**

