

# Shinewater Primary School and Nursery



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Executive Headteacher: Mrs Julie Prentice  
Co Headteachers: Nicki Kaufman and Michelle Burbidge

14th July 2020

Dear Parent,

I am pleased to be able to inform you that we are planning to reopen Breakfast & After School Club after the summer holidays with effect from 14/09/2020.

For the safety of children, staff and parents changes will be made to the way we operate:

- There will be two 'bubbles', one for Key Stage 1 children, the other for Key Stage 2 children. The children will stay in their 'bubble' at all times.
- Children need to be booked into club at least a week in advance. You will no longer be able to phone up and book on the day unless there are exceptional circumstances. We will review this at half term.
- Children should be dropped off at the main gate, parents will not be able to wait in the lobby until Breakfast Club starts.
- Children will also be collected from the main gate. We will have mobile phone number that you can call to let club know that you are at the gate. This number can also be used to cancel club if your child will not be attending. If a club is not cancelled it will be charged for.
- Items used by the children will be cleaned after use and of course the children will wash their hands as soon as they arrive at club and before eating.

We thank you for your cooperation with these changes. The full protocol is attached for your further information. Please also make sure that your account on parentpay is up to date as your child will not be allowed to attend club until the outstanding balance is paid.

Yours Sincerely

Nicki Kaufman  
CoHeadteacher



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## **Protocol for Breakfast and Afterschool Club**

- ★ Clubs will resume from 14th September

### **Breakfast Club**

- ★ Children will arrive and be let in from the main gates from 7.50 a.m. onwards.
- ★ On arrival children will wash their hands.
- ★ The hall will be split in two halves-a KS1 and KS2 bubble
- ★ During breakfast and snack time children will be given plates, bowls and cutlery. They will not be able to help themselves. These will be collected in the washing up bowl ready for deep cleaning in the dishwasher.
- ★ Children will not be making their own breakfast.
- ★ Drinks will be made for children and cups will be washed straight away.
- ★ Breakfast club will offer a range of healthy cereal, toast, fruit and yogurt.
- ★ At the end of breakfast club KS2 will leave the hall and wash their hands on the way to class.
- ★ Emily Wright will walk KS1 pupils to their classes. Eve Haffenden will sanitise the equipment and put it away.
- ★ Equipment will be separated for the two bubbles
- ★ Each child will have their own stationery to use in the club (children will not share stationery)

### **After school club**

- ★ Children will drop their belongings off in the hall, wash their hands and go to their hall bubble.
- ★ The staff on duty will sign the children in and out. Registers will be google drive.
- ★ In the event of staff absence a paper register will be given to the staff on duty to complete.
- ★ Afterschool club will offer different healthy snacks throughout the week and fruit will be available.
- ★ Collection-parent should ring the buzzer or call the after school club on mobile number 0750 872 0048. This number can also be used to send texts to book or cancel .
- ★ Children will be taken out to the parents at the gate.
- ★ At the end of the after school club the members of staff who are on duty will sanitise the equipment ready for the morning. Equipment will also be sanitised between use.

### **General information**

- ★ PPE available to use if needed.
- ★ Parents will not be able to book on the day to put their children into club unless there are unforeseen circumstances.
- ★ Parents need to book a week in advance. Staff will ring to confirm if days requested are available.
- ★ If a bill is not up to date at the end of the month children will not be able to attend until it is cleared. Letters will be issued to inform parents if their children can not attend.

- ★ Parents will be charged if they do not cancel their child's place when it is not required.
- ★ The Rainbow Rules should be followed.