

Addendum



**COVID-19 Addendum
Admissions and Fees Policy for
After School Club and Breakfast Club
at Ightham Primary School**

Date: 20th July 2020

Date ratified by Governing Body: 21st July 2020

Statement of Policy Addendum

This policy addendum is created to support the safe re-opening of wraparound care at Ightham Primary School. This addendum was created alongside a review of the main policy in light of current circumstances. This addendum, when applied, supersedes any regular arrangements that are stated in the main policy.

Ightham Primary School will, so far as is reasonably practicable, take steps to meet its responsibilities through a robust risk assessment process which highlights the risk of transmission and infection of the COVID-19 virus as well as all steps taken to reduce the potential spread of the virus.

This policy addendum will be:

- brought to the attention of all members of the wraparound care staff (a reference copy is kept on the staff noticeboard); and parents who make use of Ightham Primary School wraparound care provision.
- published on the school website.
- reviewed regularly and updated if and when changes to the school risk assessment take place.

Purpose of Wraparound Care during the Covid-19 Pandemic

The DfE says wraparound care will:

- Help ensure pupils have opportunities to re-engage with their peers and with the school;
- Ensure vulnerable children have a healthy breakfast and are ready to focus on their lessons;
- Support working parents.

Admission

After School Club/Breakfast Club is registered with Ofsted to care for children, between the ages of 4 years and 11 years, serving **only** the children of Ightham Primary School.

Places are strictly limited in order that the school is able to comply with the government guidance for schools and wraparound care. A deadline for application of places will be set and places will be offered as follows:

1. Children that have been identified as vulnerable by the school and children of key workers.
2. Those requiring the greatest number of sessions/hours per week.
3. Siblings of children already attending the club

Parents that identify as key workers but who have not previously informed the school of this fact will be requested to provide written evidence that at least one parent is a key worker.

Places will then be offered on a first-come first-served basis up to the maximum number of children we are able to accommodate. When all places have been filled a waiting list will be established.

Fee structure

Fees are charged per child per session as follows:

Breakfast club	8am-8:50am	£4.50
After school session A	3:20-4:30pm	£7.00
After School Session B	3:20-6:00pm	£12.00 (includes a light tea)

Late bookings after the registers have been completed will incur an administration fee of £5.00.

After school session C will not be available whilst the school is unable to run other school clubs.

Pencil Cases

- Parents of children attending Breakfast Club **or** After School Club in Year 1 to Year 6 are requested to provide a pencil case for their child (wipeable plastic – writing pencils x2, colouring pencils, felt tip pens, pritt stick style glue, pencil sharpener.) This is in addition to the pencil case that is being provided for use in the classroom.
- Parents of children attending Breakfast Club **and** After School Club in Year 1 to Year 6 are requested to provide two pencil cases for their child (wipeable plastic – writing pencils x2, colouring pencils, felt tip pens, pritt stick style glue, pencil sharpener.) This is in addition to the pencil case that is being provided for use in the classroom.

Breakfast Club – Additional Arrangements

Parents must hand children over to Breakfast Club staff between 7.50am and 8am in the Recreation Ground Car Park whilst maintaining social distancing.

Activities for the children in After-School Club will be more limited than is usually the case in order to minimise the risk from Covid-19.

After School Club – Additional Arrangements

Activities for the children in After-School Club will be more limited than is usually the case in order to minimise the risk from Covid-19.

Due to the additional procedures that need to be in place to ensure everyone remains safe and After School Club runs smoothly, parents/carers will only be able to collect their child at Collection 1 or Collection 2, and not at other times. Parent/carers will stand at the top of the steps to the covered way and adhere to social distancing rules.

After School Club Collection Arrangements

Collection 1

4.25pm - Main Gate to the Playground to be unlocked

4.30pm - Children will collect their belongings and line up under the covered way. Parents/carers will park on the playground. The manager or deputy manager supervising the children will sign the register to show that the child has been handed over to an adult.

4.40pm - any children not collected return to the hall and the gate is locked.

There will be no option to collect your child after your child has returned to the hall until Collection 2.

Collection 2

5.45pm Gate to be unlocked

Children will collect their belongings and line up under the covered way. Parents/carers will park on the playground. The manager or deputy manager supervising the children will sign the register to show that the child has been handed over to an adult.

If child had left their belongings in the classroom or elsewhere in and around the school, they will remain there until the next school day. Staff will not enter other buildings to allow children to collect belongings.

Policy approval and review

This addendum has been created for use during the pandemic and will support the safe re-opening of the school and specifically support the safe re-opening of wraparound care. It is subject to regular review.