



9<sup>th</sup> September 2020

Dear Parents and Carers,

We are writing to provide you with guidance and an outline of our plans for re-opening our extended provision, **Breakfast Club and the 3 O'Clock Club** on **Monday 21<sup>st</sup> September**.

We are committed to ensuring the health and safety of our staff and pupils and are following the government guidance for extended provision found here:

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

alongside the government guidance for full school re-opening

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Our plans continue to prioritise the health and safety of children and staff. They are as accurate as they can be given the information and government guidance that we have to date. We will continually risk assess and review as the first few weeks progress and we may need to adapt our approach accordingly.

As stated in the guidance the measures below are vital and these measures are in place at all times within school including our extended provision.

## Prevention

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. Clean hands thoroughly more often than usual
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach

Here are some of the changes to our extended provision (Breakfast Club and 3'O Clock Club)

- **Reduced group sizes (maximum of 15 pupils in each group)**  
Children will be kept in small groups of no more than 15, with the same children in the group each time wherever possible and no mixing between groups unless absolutely necessary.
- **Reduced hours for 3'O Clock Club**  
We will be finishing our provision at 5.30 pm to make sure our staff have time to thoroughly clean the space used. This is a communal space shared with other groups in the school during the day so we must make sure our cleaning procedures are rigorous.
- **No online booking system for Breakfast Club or 3 O'Clock Club**

As these groups will be fixed we are unable to have different children being booked in during the term. Therefore, all booking will take place over the phone and once the provision is full no other pupils will be able to book unless a space becomes available.

- **Joining Criteria**

Due to the reduction of spaces we will be introducing certain criteria for those families who wish to use the provision. These criteria can be found below.

### **Joining Criteria for Breakfast Club and 3'O Clock Club**

- You must need to use the provision for 4 or 5 days every week for the minimum of 1 school term
- Due to reduced spaces we will ask you to confirm you have no other available childcare
- You must be willing to comply with the school's procedures for Covid-19 testing and engage with the NHS Test and Trace process
- You must be aware and understand that this is a mixed group, there will be pupils from all year groups and pupils will mix in a shared space
- You must be aware that if a pupil in another year group has a confirmed case of Covid-19 and public health request us to close that year group your pupil may also be asked to stay at home and self-isolate

### **Breakfast Club**

- Breakfast club will start at 7.45 am and finish at 8.30 am
- The cost of Breakfast Club is **£3.00 per day**
- Our site is closed to visitors. Parents and pupils will wait at the front gate until collected by a member of staff at 7.45 am. We ask where possible that if you wish to use the breakfast club you drop off your child at 7.45 when the club starts and no later. If you do arrive later than 7.45 you will need to call the breakfast club mobile number and wait for a member of staff to collect your child from the front gate.
- Pupils will be provided with a light breakfast with a choice of the following: cereal, toast, yoghurt, bagels and crumpets.
- Pupils will have access to free-play activities during the time they are in the club
- We ask that pupils do not bring anything with them to this provision apart from their school bag, coat and water bottle

### **3'O Clock Club**

- 3'O Clock Club will start at 3.00 pm and finish at 5.30 pm. All children will need to be collected by 5.30 pm
- The cost of 3'O Clock Club is **£7.50 per day**
- Pupils will be taken to the club by an appropriate adult
- Pupils will be provided with a light snack (please see attached menu) if you would like to provide an additional healthy snack (no crisps, chocolates or sweets) please put this in your child's lunch box (*Please make sure the snack does not contain nuts*)
- Pupils will have access to planned indoor and outdoor activities

- Our site is closed to visitors. For collection parents will need to wait at the main gate and phone the mobile number given to let a member of staff know you have come to collect your child. They will then bring the child to you.
- Any parent late collecting their child will be **charged an additional £10.00 for every late collection**. Repeated late collection may result in a loss of place within the club.

### How to book a place at either Breakfast Club or 3'O Clock Club

- **Spaces will be allocated on a first come, first served basis.**
1. Please email [finance@heathland.harrow.sch.uk](mailto:finance@heathland.harrow.sch.uk) using the email heading Breakfast Club/3'o clock club Request and include the following details:
    - child/children's names, their year group and class
    - how many days (minimum of 4) that you will require the provision for.
    - Please remember to include whether you are wanting to book Breakfast Club,3'O Clock Club or both.
    - You must also include up to date contact details that we will be able to contact you on to arrange your booking.

**The deadline for emails will be Tuesday 15<sup>th</sup> September. Any emails received after this date will be added to a waiting list and you will be contacted when and if a space becomes available.**

2. A member of our team will call or email you to confirm your child's place and ask you to make payment in advance for the provision.
3. If at any point you decide you no longer need the place you **MUST** contact us on [finance@heathland.harrow.sch.uk](mailto:finance@heathland.harrow.sch.uk) to let us know so that we are able to offer your space to another family.

**Please see the guidance below for advice and information on illness**

#### Illness (Not related to Covid-19)

- If your child is unwell with symptoms not related to Covid-19 you must still report this as usual to the main office.

#### Illness (Covid-19 related)

#### Response to any infection:

It is important that parents and carers act quickly if they feel that their child is displaying any of the symptoms of Covid-19 (**high temperature / new persistent cough / loss or change to sense of smell or taste**) and do not - under any circumstances - send their child to school. You will need to inform the school office immediately and we will give further guidance on what you need to do next.

**As set out in the government guidance schools must ensure that parents/carers understand that they will need to be ready and willing to:**

- **book a test** if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- **provide details of anyone they have been in close contact with** if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- **self-isolate** if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

**Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.**

Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 111 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

**We will ask parents to inform the school immediately of the results of a test:**

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Please make sure you follow the booking procedures detailed above in order to secure your space. If you have any questions or queries please contact us via email: [office@heathland.harrow.sch.uk](mailto:office@heathland.harrow.sch.uk) or phone: 020 8422 4503.

We thank you once again for your positivity and support.

Yours sincerely,



**Lucy Caswell**  
**Executive Headteacher**