**Heathfield Primary and Nursery School**

Kersall Drive Campus

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Nottingham

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Executive Head Teacher: Mr G.A. Fullwood B.Ed.(Hons)

Head of School: Miss J Dickens B.A.(Hons)



13th July 2020

Dear Parents / Carers

In view of the current situation regarding COVID-19, we have had some discussions in school around the provision of Breakfast and Afterschool Clubs for the new academic year. I am very aware that our Clubs are an important and valued part of our provision at Heathfield.

This is something we will be able to offer from September – although what this looks like, for the time being, will be rather different to our previous arrangements. You will be aware that the DfE has instructed schools to prepare for a full opening of schools to all year groups from September. I anticipate that the Clubs will take place in the school halls and these will be divided into 4 quadrants, 1 for each phase: Early Years (F2), Key Stage 1 (Y1 + Y2), Lower Key Stage 2 (Y3 + Y4), and Upper Key Stage 2 (Y5 + Y6). In organising the children into 4 quadrants I am maintaining the ‘bubbles’ that the children will be in during the school day.

We will write to you with further detail about the Clubs as well as how school will be organised for all pupils during the school day in due course. However, I know many of you are keen to try to secure a place at one of, or both, of our Clubs which is why I am writing to you now.

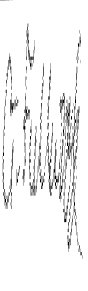
Completed booking forms can be returned to either office between Wednesday 15th July and the end of term. The offices will be open from 8.00am and forms will be taken on a first come first served basis.

Please ensure you still observe the social distancing guidance in place while on site.

Whilst I am sure this will be a welcome relief to some parents, please bear in mind that this provision will only be available should there be no change in Government guidance on a national or local level. On the grounds of the health and safety of both pupils and staff I reserve the right for this provision will be withdrawn until further notice should the need arise.

Thank you for your understanding with this matter. Please contact the office if you have any queries.

Yours faithfully



Mr Gary Fullwood

Executive Headteacher

**Office Use Only**



|  |  |
| --- | --- |
| **Date Received** |  |
| **Booking Form No:** |  |

Kersall Drive

Breakfast & Afterschool Club

Booking Form 2020-21

Dear Parents/Carers,

Those wishing to book a place for either our Breakfast Club or Afterschool club are required to complete this form and return to a member of staff in the office on or after Wednesday **15th July 2020**. Forms received before this date will be rejected and returned back to the parent/carer. Places are allocated on a first come, first served basis. Parents/Carers of children who currently use the club will also have to complete this form and return on or after the above date as no places will be carried forward.

If you wish to apply for a place, please tick which sessions you require. Please read, sign and date overleaf to confirm that you agree to the terms and conditions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Child’s Name** |  | **Class Year as of Sept 2020** |  |
| **Parent/Carer contact phone number** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Breakfast Club**  **Arrive Between**  **07:30 – 08:00**  **£3.50** | **Breakfast Club**  **Arrive After**  **08:00**  **£2.00** | **Afterschool Club**  **Between**  **15:15 – 17:45**  **£6.00** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |

For further details please contact Mrs D Thomas, Club Manager, by email: diane.thomas@heathfield.nottingham.sch.uk

**TERMS & CONDITIONS**

1. Booking Forms will be issued w/c **Monday 13th July 2020** (to be included in the welcome packs prior to this date for Reception Children).
2. **All booking forms must be handed to the office (not Breakfast and Afterschool Club). The office will be open from 8.00am – 16.45pm Wednesday 15th July 2020 to accept your booking forms. Booking forms will be accepted until the end of term.**
3. Applications received before Wednesday 15th July 2020 **will be rejected and returned to the parent/carer.**
4. Places will be allocated on a first come, first served basis.
5. Changes to sessions required are subject to a two week notice period, and subject to session availability.
6. **Payments must be paid in advance either, weekly, preferably monthly, or termly. If your account goes into arrears, your place will be withdrawn, until such arrears are cleared, if you still require a place you may then join the waiting list (if appropriate)**
7. Payments are required for the sessions booked, even if the child does not attend.
8. Payment methods accepted are Childcare Vouchers, Student Finance payments, or via the School Gateway app. Cash and cheques are no longer accepted.
9. Failure to make a payment will result in your child(ren) place at all breakfast and afterschool clubs being revoked until all outstanding arrears have been paid, at which time your child(ren) will then be able to join the waiting list for the relevant club.
10. The Breakfast club opens at 07:30, please do not press the intercom button beforehand, as staff are preparing for the children and the day ahead.
11. For the safety of all the children, parents/carers are instructed not to open/keep open the front door for other parents/carers and children to enter the building. All parents/carers and children must wait for the door to be released by a member of the Breakfast/Afterschool club. Failure to do this may result in the child’s place at the club being withdrawn.
12. Children attending the Breakfast Club must proceed directly to the Breakfast Club. Should children arrive before the session time requested on the booking form and if spaces are available, this will be charged from the earlier session time. Where a child incurs additional charges, payment will be required by the end of the school week in which the charge relates to.
13. Afterschool club closes at 17:45, children that are picked up late between 17:45 – 18:00 will be subject to a £5 charge per child per session, children picked up after 18:00 will be subject to a charge of £20 per child per session. Payment will be required by the end of the school week that it relates to.
14. When attending Breakfast and Afterschool club children are expected to maintain the behaviours and standards as expected when in school. Continued bad behaviour could result in the offer of a place being withdrawn.

I have read and confirm that I and my child(ren) will abide by the terms and conditions above.

Signature of Parent: ………………………………………………………………………………………………

Date ………………………………………………..