



Headteacher: Mrs Katherine Russell (B.Ed Hons, Dip, NPQH, MA)

17th July 2020

Dear Parents,

Further to our letter to you on 10th July detailing our plans for full school opening in September, we are now writing to you to advise of our wraparound care and extra-curricular schedule.

Breakfast Club

Breakfast club will operate as usual from 7.45am, starting on Thursday 3rd September. The children will be kept in Key Stage Bubbles within breakfast club to adhere to our whole school plan. Parents MUST book and paid for in advance or children will not be admitted under any circumstances. Drop off MUST take place between 7.45am and 8am at the main school gate – children arriving after this time will not be admitted and refunds not given for places booked. Bookings for the 3rd September can be made by email to the school office from 1st September with payments made on September 3rd.

Toast Club – After School Care

Toast Club at Eton Pre-School re-starts on 14th September but there have obviously been alterations to the way they are operating, following the Government guidelines. If your child has not attending Toast Club before, you will need to register them with Eton Pre-School for this service before being able to book a place.

Please see their information below - particular points to note being points 4 and 6.

All changes have been made for the continued protection and prevention of infection for the children, Parents and staff. We have implemented a heightened cleaning schedule and we are keen to protect this and keep as much of it in place as possible moving forwards. Therefore:

- 1) We have limited adults in the building to staff only. This means when Parents come to collect their child they will be asked to stay outside and use the front door buzzer to alert staff to their arrival. Also this enables social distancing for adults waiting to collect. We have implemented a one way system: Parents need to please come up the ramp and leave via the steps. They need to please ensure they have umbrellas etc in poor weather.*
- 2) Provision timings and charges will stay the same, however all children will need to be pre-booked for the Half-Term. Booking forms and deadlines will be sent out. For the time being we will not be accommodating last minute drop ins or changes. We will evaluate this over the term. This is to limit the number of children in our 'bubble'. For the first half term the quantity of children in a Toast session will be limited to 12, to allow more space between the children playing.*
- 3) Previously we have been able to be very flexible in our approach to Toast Club. However, in order to ensure we can offer the care that is needed, we are going to have to make some changes. From September we are moving to a pay in advance model of working, this is in line with our Pre-School systems and is in line with most other provisions & clubs available. You will be asked to pay the total cost of your booking before the commencement of the term. If you are using tax schemes, vouchers etc to pay, Tessa our Administrator will work with you to make arrangements. As you may know, Toast Club receives no Government funding or subsidiaries and late & missed payments have*



Oxford Diocese



Healthy Schools

a significant effect on our ability to run. Any outstanding fees will need to be cleared before a new booking for your child is accepted. Your place will only be secured once all steps, including payment, have been completed. Where possible, we ask, that payments are made via bank transfer as we are limiting cash handling.

4) For the September- October half term we will not be accommodating late drop offs after school clubs. We understand that this may cause some disappointment, however, in order to ensure staff are kept out of our 'amber zone' as much as possible we are limiting the traffic arriving and leaving Pre-School. It also helps us to ensure all the children have washed their hands, stored their belongings safely etc. This will be reviewed over the course of the half term.

5) We will continue to provide the children with snacks and drinks with heightened hygiene practices in place and following the Government guidelines with which we have been working over the last few weeks.

6) Our illness and sickness policy may be different to school's, so here is a quick recap: Children should not attend Toast Club after Sickness or Diarrhoea unless they have been clear for 48 hours. We do not allow children who have had Calpol to attend Toast Club as it masks a temperature and if they are ill, they should be at home. If your child has been given Calpol at school, you will need to collect them from school at 3.15. It is the responsibility of everyone to ensure the Government guidelines are followed regarding what to do if you have symptoms of Covid-19 . We will email out the most up to date guidelines prior to term starting.

Extra-Curricular Activities

There will be no after-school clubs running from September, this will be reviewed at October half term.

Should you have any further questions please do not hesitate to contact the school office on office@etonporny.com

Best regards
Katherine Russell
Headteacher