




RICHMOND AVENUE PRIMARY & NURSERY SCHOOL

A MEMBER OF SECAT (SOUTHEND EAST COMMUNITY ACADEMY TRUST)
RICHMOND AVENUE, SHOEBURYNNESS, ESSEX, SS3 9LG



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26th March 2021

Dear Parents/Carers

Wraparound Provision – Before & After School

We now have most children back in school, COVID-permitting. Thank you for ensuring that your children's attendance is as good as it has been since 8th March. 95% across the whole Trust is something to celebrate.

There has also been a return to work for many members of staff who, for one reason or another, have not been in school at all, or minimally, due to the current situation.

However, we still have quite a sizeable group of staff who are unable to work in school, and either remain at home, working remotely, or are furloughed due to the type of role they do in school. This will undoubtedly change, but we must be realistic about capacity.

This has made resourcing and managing a return to an offer of wraparound care very challenging. As an Executive Team, we have constantly revisited the hygiene and safety requirements of the children, capacity of our teams, the space that each school has available to accommodate any provision, and the additional measures we would need to take to ensure a COVID-secure environment.

The offer survey that some completed, told us very clearly what you want and what you think you will wish to access. It also told us what you do not want. We have listened and have the following offer to you.

Our approach:

We are mindful that restrictions are being slowly lifted and that Government guidance is that we can mix bubbles, classes, schools even. However, we have decided on an approach that limits the amount of cross-contamination, to within the school only. Where possible, we will also accommodate children within key stages i.e. EYFS/KS1, KS2.

In the event of anyone testing positive for COVID, the bubble only would need to isolate, along with any siblings (even those who do not attend the provision), in line with Government guidance.

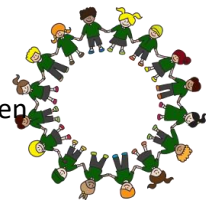
The Offer:

Parents will be responsible for dropping off at the start of the day and picking up their children at the end of the day, from the school. Children should be dropped at the centre gate at 7.30am if

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attending breakfast club. For after school provision, further details for collection will be given when spaces are confirmed.

Sessions will be at set times.

1. Before school – 7.30am– 8.40am
2. After school – 3.15pm – 5.30pm

Session costs will be at set prices only and no reductions are available for early pickup.

Before school – including breakfast - £4.00.

After school – including a light snack/drink - £8.00.

Payment:

Payment must be received in full for **the half term (or part thereof as we will be starting provision midterm) and is non-refundable** so that we can staff adequately and efficiently. There is no cost reduction for early pick-ups. Please note that half a term's notice will be required for cancellation.

Since the start of the pandemic, in line with advice, we no longer accept cash payments. This will continue as we move wholly to a cashless system in all our schools. *Further details of how to pay will follow when provision is confirmed.*

Appropriate footwear and drink bottle and catering arrangements;

As we hope to continue the drive to have as much time outside of the classroom or hall, we recommend that your child has a change of footwear so that they can take part in any sporting activities during the time at the wraparound care. We also recommend that your child has a drink bottle with them so that they can keep well hydrated.

In the evening slot, children will be given a sandwich, piece of fruit and yoghurt as a light snack.

On a first-come-first-served basis and capping of number:

- Any requests for provision will be taken on a first-come-first-served basis **once full payment has been received**
- We will constantly review the numbers of children who are attending the provisions and may have to cap the numbers. If this should be the case, we will prioritise (in no particular order):
 1. **Children who are eligible for FSM**
 2. **Children of Key Worker parents**
 3. **Children who are looked after**
 4. **Children who have SEND**

We will operate a waiting list in the event capacity is exceeded.

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Medical and dietary needs:

Should your child have any medical or dietary needs, please ensure this is included on the return slip below.

Please complete the slip below, indicating the provision/s you wish your child to attend. Please return this by **Tuesday 13th April** so that we can ensure we have adequate staff and space to run both provisions in each school. **(This can also be completed on the school App - Forms)**

Best Wishes,

Miss Money Penny

Headteacher

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Breakfast / After School Club Provision – Richmond

Full Name of child, Year Group and Key Stage	Before School	Days required	After School	Days required	Dietary Needs	Medical Needs

Signed:.....

Parent's Name:

Date:

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