



Dear Parents,

We are happy to confirm, that subject to any new restrictions, The Keep will re-open on Wednesday 2<sup>nd</sup> September 2020. We will be offering our usual sessions from 3-5pm.

We can only open in two 'bubbles'. KS1 (Reception, Y1/ Y2) and KS2 (Y3-Y6). We can have a maximum of 15 children in each bubble. KS1 will use The Keep room and KS2 will use Busy Bee's room. These bubbles will be kept as consistent as possible following current guidance. <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Here is a quick summary of our re-opening plan and changes that we have had to make:

- Two bubbles, KS1/KS2 staff kept as consistent as possible.
- Collection-parents will use doorbell at Busy Bees gate and wait for their child to be sent out to them.
- We cannot provide snack or drinks at this time, please ensure that your child brings their water bottle to school and a small snack if you wish them to have one.
- Toilets will be 'zoned' and monitored to minimise contact and will be regularly cleaned throughout the sessions.
- Tissues and bins will be provided to support 'catch it, bin it, kill it'.
- Busy Bees will clean their room after their sessions during the day and we will clean The Keep daily in accordance with current guidance.
- Outdoor play will be optimized. Please make sure your child has suncream on/ a coat for any weather eventuality!
- All toys/equipment will be regularly cleaned.
- If any child becomes unwell, they will be isolated and you will be contacted immediately to collect them from the kitchen door in the car park.
- Any member of staff, parent or pupil that has any symptoms MUST NOT ATTEND The Keep and contact Katie Ward to inform her immediately.
- All parents with children attending The Keep from September 2020 will be contacted by email if any case of COVID -19 is reported and The Keep will follow current guidance on closures. Please find a copy of our Emergency Closure Policy attached.
- All other updated policies can be found on the school website.
- Please find The Keep Risk Assessment in full attached to this email.
- It is imperative that we have up to date contact details for at least two parents/carers.

**PLEASE FILL IN AND RETURN ALL FORMS ATTACHED EVEN IF YOU HAVE DONE SO BEFORE-THANKYOU! (Email is fine, I can print copies!)**

### Bookings and Payment

Please return the booking form attached as usual. You will then be invoiced with a Payment Due by Date. If your payment has not been received by this date then your booking is void and the session slot will go to the next child on the waiting list. You will then have to rebook your session. This system is imperative in the close monitoring of numbers and staff cover. We will still take emergency bookings for same day sessions through the school office. They will be informed of what places are available, if any, each day.

**IN EVENT OF KEEP CLOSURE DUE TO LOCKDOWN, FEES WILL BE REFUNDED FROM FIRST DAY OF CLOSURE.**

Thanks so much for all your patience and support. Please do not hesitate to email me with any queries or concerns!

Katie Ward

Manager