



Mrs S Pennington: Head Teacher
Swarthmore Road, Selly Oak, Birmingham, B29 4JT
Telephone: 0121 675 2489

Re: Breakfast and After-school club

Dear Parents and Carers

I am pleased to say that we have been able to accommodate all requests so far for Breakfast and After-School places. The office will be confirming places with you over the next few school days.

Given the current circumstances re Covid-19 there will be some changes which are summarized as follows:

- Children will be separated into phase bubbles in line with government guidance: Reception; Years 1&2; Years 3&4; Years 5&6. There will be 3 additional staff members to support this way of working.
- Phases will have separate rooms or a zone in the hall if numbers allow. We have used an additional hall space to accommodate this. Staff members will remain with their own phase bubbles.
- Should you no longer want your place, we will require a minimum of two weeks' notice so that places can be filled.
- The times and days of your child's place must be confirmed now – unfortunately due to high demand we cannot leave places open on a flexible basis as other parents/carers require these places.
- Cereal, toast, and drinks will be served to pupils in breakfast club. A cold 'tea' will be served to pupils in after-school club – we will review this and introduce hot food when we can.
- After-School Club will use the outdoor space as much as possible.
- Children must not bring in any toys or games from home to play in Breakfast/After-School clubs.
- Breakfast Club is now open from the earlier time of 7.15am.
- Staff will have training next week re a revised risk assessment specifically for Breakfast and After-School club
- Safety measures include: use of phase bubbles; dedicated bubble staff; use of additional spaces; and enhanced cleaning regimes

As usual:

- Parents must pick-up promptly as failure to do this puts increased pressures on staff. There is a fine for late pick-up. Failure to pick-up promptly on more than one occasion may result in your child losing their place.
- Children will be dropped off and picked-up from the breakfast/afterschool club door. For new parents, look for the white door in the middle of the school where there will be

- a sign on the door and a member of staff waiting. If no member of staff is there, ring the bell.
- Normal Covid-19 drop-off rules/collection rules apply re social distancing. Pass on information through phone/email as much as possible – increased face-to-face contact between parents and teachers increases risk.
- Fees must be paid promptly. This is more important than ever now that we have increased staffing costs. If your fees are not paid promptly, your child may lose their place. The pricing structure was due to be revised from this academic year, however, due to these circumstances, there will be no change to the pricing structure for now. We will look at this again after half-term.
- Make sure we have all necessary contact details.
- Follow all school guidance re Covid-19 symptoms. Your child must not attend clubs if they have symptoms or if a member of your household does. You must isolate in the normal way.

I understand the importance of childcare in enabling our parents to (return to) work. We have tried to ensure that we can support all our parents as best we can under current circumstances, however the earliest we can start the clubs safely is **Monday 14th September**.

Please contact the office should you have any questions.

Yours faithfully
Mrs Pennington

Email: enquiry@northfieldmanoracademy.org.uk

Website: www.northfieldmanoracademy.org.uk

